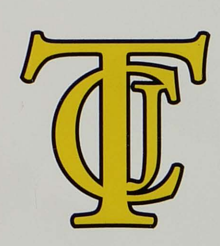
1997–98 Catalog

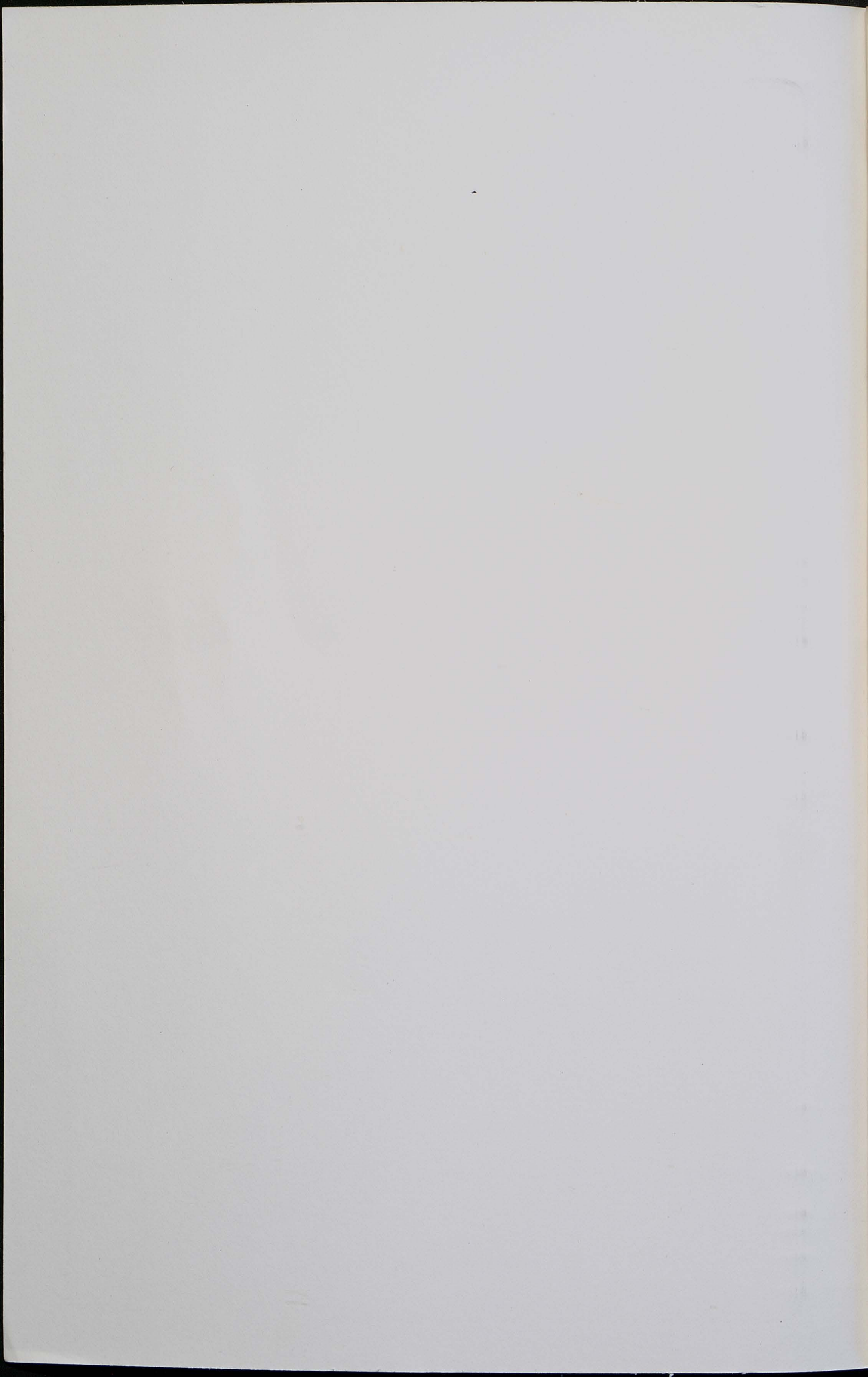


GET ON WITH YOUR LIFE.

TYLER

JUNIOR

COLLEGE

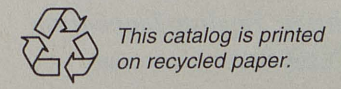


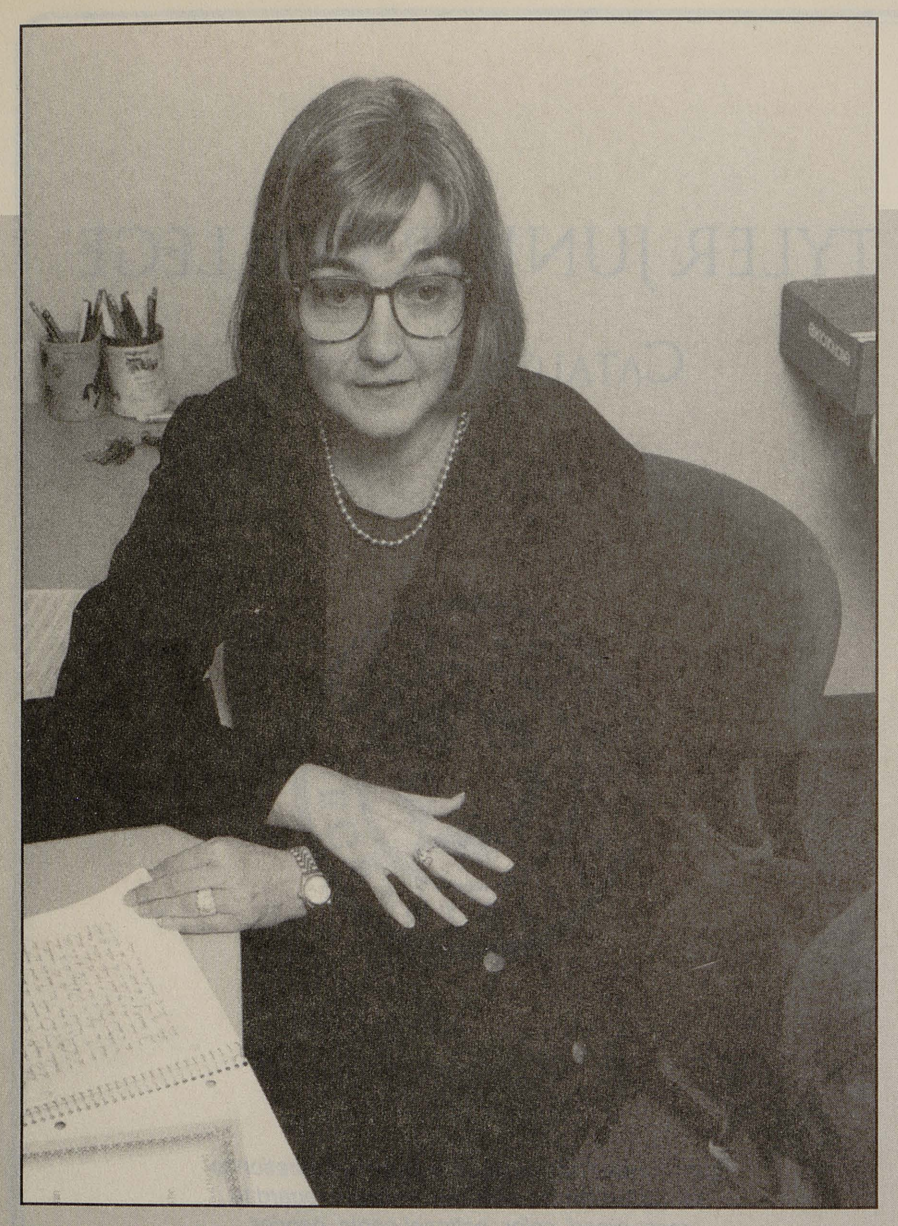
TYLER JUNIOR COLLEGE

Catalog 1997-98



Tyler Junior College gives equal consideration to all applicants for admission without regard to race, creed, color, national origin, gender, age, marital status or disability.





"As an English instructor in the general studies curriculum, I am fortunate to work with students from across the disciplines. In bringing their own varied interests to the classroom, they make my task challenging, enlightening, sometimes exhilerating, but never dull."

Sarah Harrison, *Instructor, English/Journalism*
B.A., M.A., East Texas State University

Contents

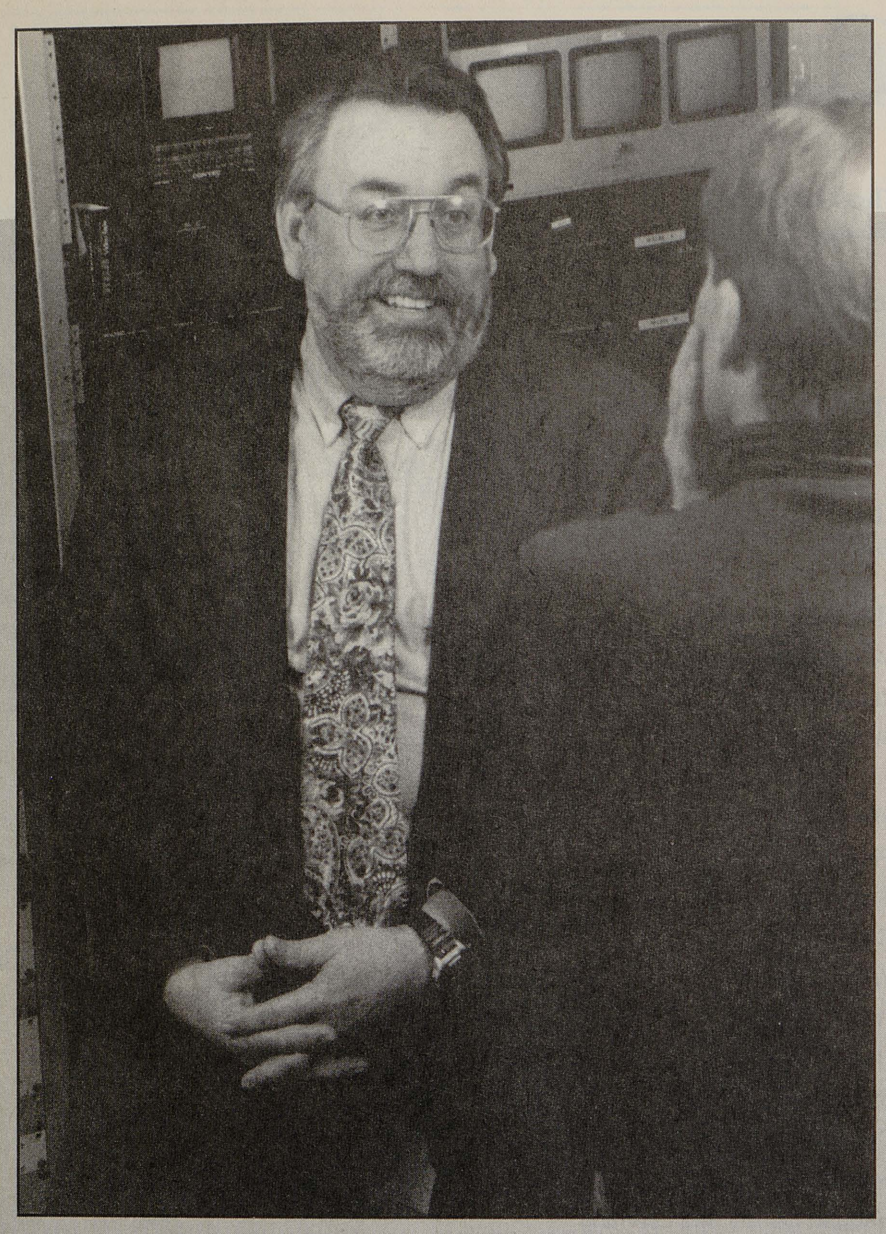
Where to Write or Call

For more information concerning specific aspects of the College, contact the admissions office.

Write: Admissions Office
Tyler Junior College
P. O. Box 9020
Tyler, Texas 75711–9020

Telephone: 903–510–2523
903–510–2398
1–800–687–5680

Visit our Home Page Site on the Internet:
http://www.tyler.cc.tx.us



"Since I believe technology is the key to effective education and education is the key to the future of mankind, working to optimize instruction by the wise application of technology is very fulfilling."

George Wilson, *Director, Multimedia Access and Production*
B.S., The University of Texas at Tyler
M.Ed, Ed.D., East Texas State University

Who Governs Us

Board of Trustees

How We Began

Tyler Junior College was established in 1926 as part of the Tyler Public School System. The College gave residents of the Tyler area access to higher education offering limited courses in the traditional liberal arts and pragmatic courses in public school music and home economics.

The College had a small student body during its early years. In the 1930's, as the country struggled through the Depression, only 200 students were enrolled at the College.

However, the prosperity of the 1940's signaled major changes. In 1945, Tyler voters overwhelmingly approved a measure to create a junior college district and issued $500,000 in bonds for the College. The expansion of the College included new facilities and new full-time faculty members. One of those new members taught a radio course that became the first of many vocational courses that would be offered. The College's growth came at an appropriate time for local residents and for many veterans who returned to Tyler to seek new opportunities and realized that those opportunities were linked to higher education.

Tyler Junior College has continued to expand since its "rebirth" in the 1940's. An athletics program, established soon after the junior college district was created, gave student-athletes a chance to excel on the football field or basketball court as well as in the classroom. Residence halls were built on campus in the 1950's. By the 1960's, new facilities had to be created to house the College's increasing vocational and technical programs that complemented traditional courses in the sciences, humanities and fine arts.

The Tyler Junior College District is now composed of six independent school districts: Chapel Hill ISD*, Grand Saline ISD, Lindale ISD, Tyler ISD*, Van ISD* and Winona ISD.

Today, after 70 years, Tyler Junior College has more courses offered in any single major division than were offered in the entire curriculum in 1926. Just as the courses have diversified, so have the students. Although students who reside in the Tyler Junior College District are entitled to priority in enrollment, students from throughout Texas and the United States attend Tyler Junior College. The College now has an enrollment of approximately 8,500 full- and part-time students each regular semester who pursue a variety of degree and certificate programs. And some 15,000 continuing education students each year take advantage of the educational opportunities offered by the College.

**Portions are not in TJC District.*

What We Are

Mission Statement

Tyler Junior College—Education for Life.

Philosophy Statement

Tyler Junior College is a comprehensive community college committed to meeting the needs of East Texas by providing excellence in an environment which broadens the mind, challenges the spirit, and maximizes human potential. The College provides open access and equal opportunity to all qualified individuals for pursuit of their aspirations and goals in areas of academic endeavor and workforce preparation. As an integral part of the community, the College is also committed to meeting the needs of business and industry in a changing global environment and to providing opportunities for lifelong learning.

The College will fulfill its mission and pursue its philosophy within prevailing fiscal and legal constraints by:

maintaining a high standard of excellence in education through . . .

- providing transferable academic courses and programs, technical education, developmental education and continuing education.
- meeting the needs of students with different learning styles.
- promoting higher-order thinking skills.
- recognizing scholarship among students and faculty.
- facilitating faculty and staff professional development to enhance their academic, intellectual and societal effectiveness.
- freeing faculty from unnecessary internal and external restraints which may impede effective instruction.
- encouraging innovations in teaching.
- incorporating advanced technology.
- encouraging faculty and students to work together to forge a competitive, high quality learning outcome.

creating an environment in which development of human potential is the highest priority through . . .

- sustaining an atmosphere of cooperation, respect, dignity, and equality which transcends racial, ethnic, cultural and global boundaries.
- promoting sound, moral and ethical standards that permeate all aspects of College life.
- providing a nonrestrictive climate that facilitates intellectual and experiential growth and development of students.
- guiding students toward accepting responsibility for self-directed learning.
- providing programs for physical development and competitive sports.
- cultivating avenues for development of student leadership and citizenship.

offering open access and equal opportunity for all qualified students through . . .

- maintaining a tuition and fee structure and administering financial support programs which encourage broad participation in higher education.
- advising to enable academic success.
- providing counseling and support services for those with special needs and capabilities.
- providing a developmental education program to meet the needs of underprepared students with academic potential.
- providing distance learning and off-campus instructional programs.
- recruiting individuals who might not otherwise be aware of their own potential or of the educational opportunities which the College provides.

meeting the needs of business and industry for competency in a global marketplace through . . .

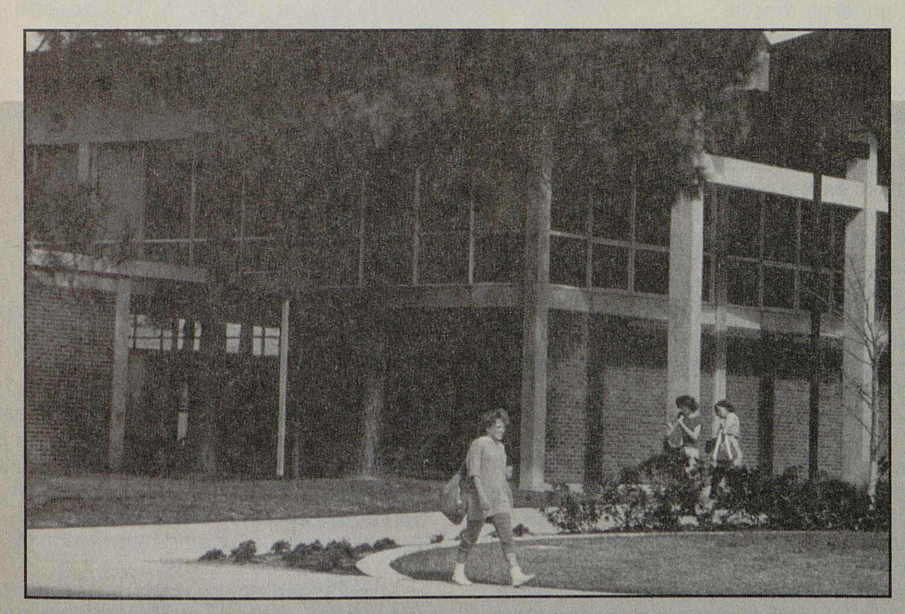
- offering college credit programs in technical areas.
- providing continuing education opportunities for entry level competencies and for updating professional skills.
- tailoring training and retraining programs to prepare the work force for current and future technology.
- supporting local and regional economic development.

providing service to the community and opportunity for lifelong learning through . . .

- expanding awareness and appreciation of and increasing sensitivity to our multicultural society.
- offering College expertise and facilities for community members and their organizations.
- opening College activities to community participation.
- encouraging student and faculty involvement in community public service projects.
- fostering appreciation of the arts, humanities and sciences.
- cultivating an awareness of and participation in efforts toward preserving the environment.
- providing opportunities for social, spiritual and recreational development.
- nurturing development of intellectual and ethical standards.
- providing abundant opportunities for personal enrichment.

ACCREDITING

Tyler Junior College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033–4097: telephone number 404–679–4501) to award the associate in arts degree, the associate in applied science degree and certificates of proficiency.



Wagstaff Gymnasium

What We Look Like

Buildings and Facilities

Tyler Junior College stands on a 73-acre campus, dotted with stately hardwood trees, and includes 30 buildings with eight residence halls.

The White Administrative Services Center houses offices of the administration, admissions, financial services, financial aid, human resources and computer services.

The Robert M. and Louise H. Rogers Student Center houses the College bookstore, dean of students' office, student activities office, residential life office, counseling services, testing, recreational facilities, a multi-purpose meeting room, lounges, College dining hall and health services.

Students with interests in mathematics and science will most likely make use of the **Aleck Genecov Science and Arts Building** which provides facilities for lab sciences and offices. **Potter Hall** is used for classrooms and offices. **Hudnall Planetarium** is used to reinforce classroom instruction and meet the needs of the entire community, ranging from adults to kindergarteners.

Students with interests in the humanities and performing arts will most likely make use of four buildings. **H.E. Jenkins Hall** houses academic classes and offices, and includes an art facility designed for teaching several types of artistic expression as well as providing a showcase for exhibits. **The Wise Auditorium Fine Arts Building** contains special rooms for music, art, drama and speech, as well as a large theatre. **The Watson W. Wise and Emma Wise Cultural Arts Center** houses the programs of music, speech and drama, in addition to offices, classrooms, practice rooms and performance facilities.

The George W. Pirtle Technology Center has five buildings which contain special classrooms and labs for technical courses, and the **Mechanical Trades Building** contains classroom and workshop facilities. **The Bonna Bess Vaughn Conservatory** features a large, fully equipped greenhouse conservatory with a reception area and also includes classrooms and offices.

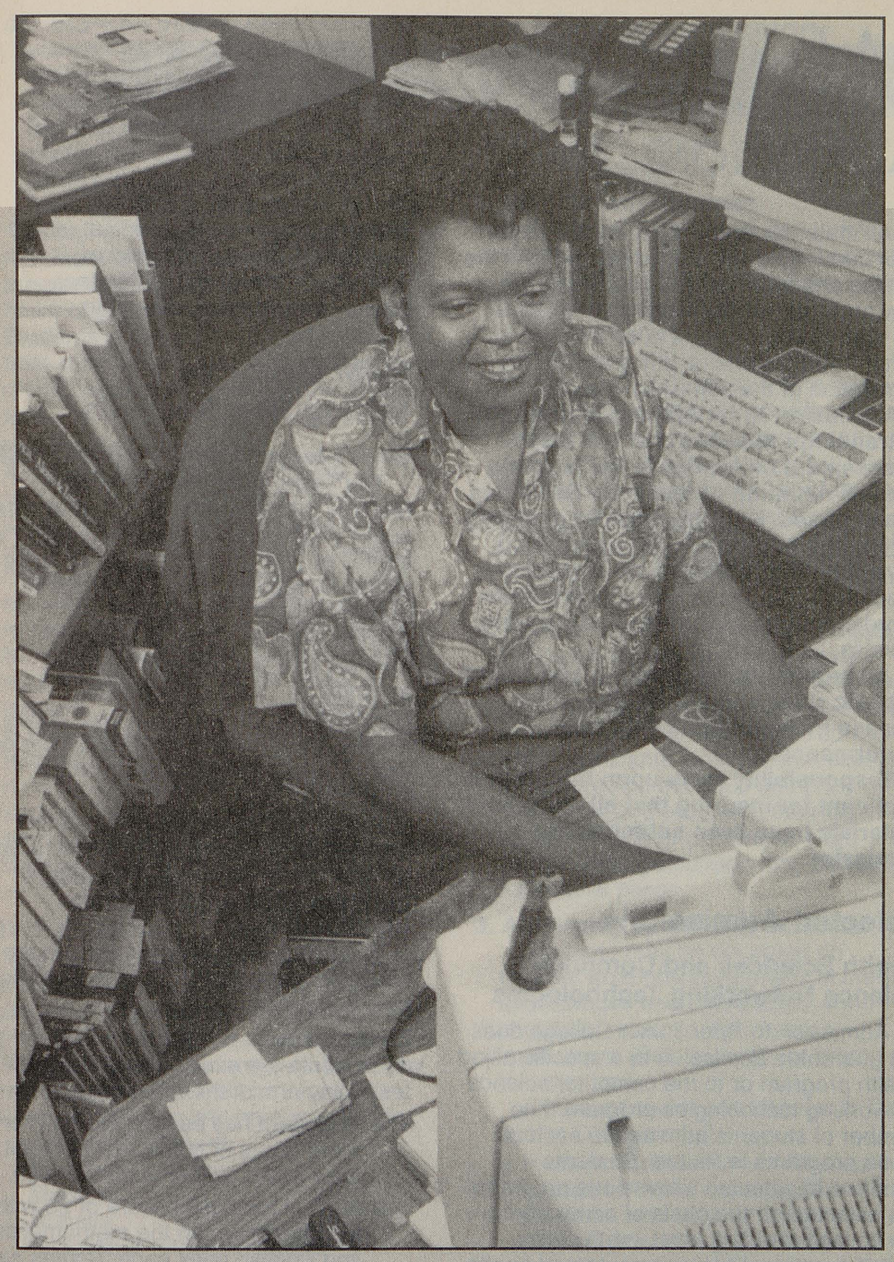
The Regional Training and Development Complex (RTDC), the home of continuing education, the Small Business Development Center, the Tyler Area Business Incubator and the TJC Adult Learning Center, is an 84,000-square-foot facility which provides quick start-up, fast turnaround, low cost training programs for business and industry. The complex is located at 1530 S SW Loop 323, Tyler.

Established as a center for research and academic support, the **Vaughn Library and Learning Resources Center** houses a library of more than 85,000 volumes, a complete multimedia center with audio and video production facilities, personal computer laboratories and study carrels equipped with audio and/or video monitors to supply students with information in their courses.

Both **Wagstaff Gymnasium** and the **Health and Physical Education Center** provide recreational facilities. Wagstaff Gym provides modern facilities for programs in intercollegiate athletics, as well as general programs. **The Joseph Z. and Louise H. Ornelas Health and Physical Education Center** offers comprehensive fitness facilities including a gymnasium, an aerobics dance studio, a weight room, racquetball courts, an aquatics area, a band hall and other physical education facilities.

The College's eight air-conditioned residence halls offer suites for four students sharing a bathroom and two bedrooms. All halls have full-time coordinators to provide student development activities and operational supervision. **Bateman Hall** houses 150 students, making it the largest on campus. Both **Hudnall Hall** and **Claridge Hall** are home to approximately 90 students. **Sledge Hall** and **Holley Hall** house 60 to 70 students. **Lewis, Vaughn** and **West Hall** board about 50 students each. All the halls, except Bateman and Hudnall, have external courtyards.

Also located on the campus, through a cooperative agreement with the College, is the **Tyler Museum of Art,** a privately funded contemporary museum.



"What I enjoy most about being a part of Tyler Junior College is the friendly atmosphere. Working with students is a pleasure and it is a delight to see them achieve their goals."

Cynthia Deveraux, *Technical Services Technician*
A.A., Tyler Junior College
B.S., The University of Texas at Tyler

What We Expect

Admission

All materials required for admission to Tyler Junior College should be on file in the admissions office prior to registration. A new applicant whose file is incomplete at the time of registration will be allowed to enroll on conditional status pending completion of the admission file.

Admission is conditional until receipt of transcript showing that the Texas Assessment of Academic Skills or the Texas Evaluation of Minimum Skills has been passed. No student will be permitted to re-enroll until admission requirements have been met. Students are encouraged to submit applications as early as possible in order to facilitate the early advisement process.

All beginning freshmen will be tested in basic skills and will be placed in classes in accordance with their performance.

Responsibility rests upon the student applicant for insuring that all necessary materials have been submitted for admission.

Selected Admissions—

Health Sciences and Computer Science Networking Technologies

Admission to Tyler Junior College does not guarantee admission to a specific allied health program or to the computer science networking technologies program. The number of students admitted to each of these programs is limited. Students admitted to selected admissions programs are selected on the basis of admission to the college, reading level, math ability, prior educational achievements and health status. Application for program admission should be made directly with the program director as early as possible in advance of the fall semester.

Programs which require separate application include associate degree nursing, computer science networking technologies, critical care nursing, dental hygiene, diagnostic medical sonography, emergency medical technology, medical laboratory technology, medical record technology, optician technician, radiologic technology, respiratory therapy and vocational nursing.

State Mandated Testing Requirements

Texas Academic Skills Program (TASP)

The Texas State Education Code requires that all students ". . . who enter public institutions of higher education in the fall of 1989 and thereafter must be tested for reading, writing and mathematics skills." This includes all ". . . full-time and part-time freshmen enrolled in a certificate or degree program . . ." "any student must complete the official TASP Test during the semester he/she completes nine or more (college) credit hours or the equivalent."

Performance on the test will not be used as a condition of admission to Tyler Junior College. Results of the test will be used for course placement only.

This official test is given only on the specified test dates. Test fees must be paid by student.

Exemptions

Students are exempt from the TASP test if any one of the following is met:

1. a. A student has earned three (3) or more hours of college-level credit prior to the fall semester of 1989.
   b. ACT—Composite score of 26 with a 22 minimum on the mathematics and English tests each. Scores can be no more than five (5) years old.
   c. SAT—**April, 1995 and thereafter:** Composite score of 1180 or higher with verbal and math scores of no less than 550 each. **Prior to April, 1995:** Composite score of 1090 or higher with a minimum of 530 on the mathematical test and 470 on the verbal test. Scores can be no more than five (5) years old.

d. TAAS—**As of May 1995**, Scale scores of 1780 or higher on the writing test and a Texas Learning Index (TLI) of 86 on the mathematics test and 89 on the reading test. Test scores can be no more than three (3) years old. Tests taken prior to January 1994 require scores of 1800 or higher for each portion of the test.

2. A student is going into a certificate program with less than 30 semester hours of general education requirements.
3. Students who have had local placement tests may obtain up to 9 semester hours credit before having to take the TASP test.

Required Remediation:

A student who fails one or more sections of the TASP Tests or who scores below the state's minimum standard on a placement test, **must "continuously participate" in some remedial activity. Some remediation is required for every semester/term in which the student is enrolled until all sections of the TASP Test are passed.** A student who is required to be in a remedial program may not withdraw from all remediation and continue in college. A student who fails the writing portion of TASP will not be allowed to enroll in ENGL 1302 until the writing component of TASP is completed.

Immunization

The Texas Department of Health highly recommends immunizations at Texas colleges and universities for tetanus, diphtheria, measles, rubella and mumps.

All allied health students who have any direct patient contact will be required to have proof of adequate immunization for:

Tetanus/Diphtheria
Measles
Mumps
Rubella
Hepatitis B (Recommended)

Methods of Admission

Tyler Junior College gives equal consideration to all applicants for admission without regard to race, creed, color, national origin, gender, age, marital status or disability.

1. High School Graduate

An official high school transcript showing date of graduation and passing of TEAMS or TAAS test for those subject to these tests is required.

Students whose transcripts do not show successful passing of the TEAMS or TAAS test and who score below college level on placement testing may be granted provisional admissions. These students will be restricted in their enrollment of courses and course load, and must make a minimum grade of "C" in each course in order to be enrolled the following semester.

2. Admission by Examination (General Educational Development Test)

Applicants whose high school class has graduated and who wish to enroll in Tyler Junior College may be considered. Applicants must present satisfactory scores on the GED test prior to admission and proof that their high school class has graduated. High school class graduation may be waived for special cases.

3. Admission of Transfer Students

Students may be accepted on transfer from other regionally accredited colleges and universities when eligible to return to their former institutions. (See page 29 for more information.)

A student seeking to transfer to Tyler Junior College must:

a. Present a transcript from the last college or university attended. Students who wish to apply for a degree, financial aid, veteran benefits and/or certificate from Tyler Junior College must furnish official copies of transcripts from **all** colleges or universities attended.

b. Continue on scholastic probation at Tyler Junior College if he/she has been placed on probation at another institution.

c. Students on academic suspension will not be considered for admission

until their suspension term has been met. Residents of the Tyler Junior College District may apply to the dean of admissions for special consideration.

A student transferring from another collegiate institution is not at liberty to disregard his collegiate record and apply for admission on the basis of his high school record or a part of his college record.

4. Special Admissions

a. Students who did not graduate from high school, but whose high school class has graduated may be admitted on "individual approval," provided the admitting officer is convinced that the applicant's record indicates the student would be competent to benefit from a program of the institution as demonstrated by the completion of a state-required or local assessment test. Students admitted on this condition shall be subject to the same policies and regulations as all other students.

Students enrolling in the terminal curriculum including technical education courses, shall have the same entrance requirements. A student not meeting the requirements for admission to a standard academic or general curriculum may be admitted to a terminal program on individual approval if he/she is at least 18 years of age.

b. Early Admission Students: Special high school students are accepted during their senior year upon recommendation of their high school counselor or principal and with the permission of their parents. Under special circumstances, high school students in their junior year who are TASP passed or TASP exempt upon recommendation of their high school counselor or principal and with the permission of their parents may also be accepted.These students may take one or two courses each semester. Credit for the courses will not be released until the student graduates from high school and furnishes Tyler Junior College with a transcript showing date of graduation.

c. Allied Health Programs: In addition to admission to Tyler Junior College, students must fill out appropriate application to the particular allied health program in which they are interested. Enrollment into these programs is limited due to clinical facilities available.

d. Computer Science Networking Technologies: In addition to admission to Tyler Junior College, students must fill out an application to the Networking Technologies Degree Program. Enrollment in this program is limited due to available lab facilities.

e. Concurrent Enrollment: High school students may, with permission of the appropriate high school officials, hold concurrent enrollment in high school and college courses. This will be available to high school students from area school districts which have agreements with the College that the students may take these college courses, to be used for both college and high school credit.

f. Independent Study: Students who are under 18 years of age and who are applying for admission based on the completion of an independent study equivalent to the high school level in a nontraditional setting rather than through a public high school or accredited private high school may be admitted on an individual approval basis provided they:

(1.) Present a notorized record of the high school equivalent work completed and the date of successful completion. This

work should be consistent with the TEA minimums for high school completion as follows:

Advanced Program Graduation Requirements

English[1]	4 units
Mathematics[2]	3 units
Science	3 units
United States History	1 unit
World History or World Geography	1 unit
Government	5 units
Economics	5 units
Physical Education[3]	1.5 units
Health	5 units
Foreign Language	2 units
Fine Arts/Speech	1 unit
Computer Science/ Mathematics[4]	1 unit
Electives	3 units
TOTAL	22 units

[1]English I, II, III, IV. The fourth unit may be satisfied by ENGL IV Academic or ENGL IV Academic Honors (Advanced Placement).
[2]Must be Algebra I, II, Geometry or above. If Algebra I is taken in eighth grade, three credits above Algebra I are required.
[3]See note 2 under regular program.
[4]Computer Mathematics I; Business Computer Applications I and Business Computer Programming I; Business Information Processing; and Computer Science I or II or AP.

(2.) Comply with institutional testing requirements; and
(3.) Agree to limitations or conditions of admissions established by the institution.

5. International Students
The following requirements apply to international students:

Immigrant and refugee students—Students must submit verification of immigrant card or 1-94 Refugee Permit.

Non-immigrant alien students—The following requirements apply to all students holding visa category A-L issued by Immigration and Naturalization Service:

a. Application and all documents should be on file at least 60 days prior to registration.
b. Official copy of transcript for the last four years of secondary school. The official transcript must be an original copy translated into English and must show each course completed and grade earned. Students who have attended an American college or university do not need to submit a high school transcript.
c. Official copy of transcript from each college or university attended. All foreign transcripts must be certified English translations.
d. Proof of English proficiency. Furnish one of the following:
   (1.) Test of English as a Foreign Language (TOEFL); minimum acceptable score is 525.
   (2.) Completion of an English Language School or program of recognized standing with proficiency attained equivalent to above TOEFL score as approved by office of admissions.
   (3.) Other proof of English proficiency equivalent to above TOEFL score as approved by office of admissions.
e. Immunization requirements for international students (immigrant refugee and non-immigrant alien).
   (1.) Freedom from infectious tuberculosis should be ascertained by:
      (a) Tuberculin test (5 TU. PPD, Mantoux technique) required within six months prior to admission.
      (b) Posterior/anterior chest x-ray is required prior to admission if tuberculin test had a positive reaction.
   (2.) Types of immunizations:
      (a) Diphtheria (within 10 years)
      (b) Tetanus (within 10 years)
      (c) Poliomyelitis (Types I, II & III)
      (d) Mumps
      (e) Measles
      (f) Rubella
f. Proof of financial ability to stand all expenses for the college year. We have no scholarship or financial aid available for foreign students nor do we issue work permits for them. This means that the student must show his/her ability to stand all expenses for the college year (Form 1–134).

g. Proof of hospital and accident policy to cover hospitalization is required.

h. Compliance with all requirements and procedures established for visa category by Immigration and Naturalization Service.

Admission Test Scores Requirement

All freshman students who have completed less than 15 semester hours are strongly encouraged to submit scores of the American College Testing Program (ACT) or the College Board (formerly SAT). Such scores are used for counseling.

Beginning students will be required to take placement tests in writing, mathematics and reading for proper placement in courses at Tyler Junior College. Information on these tests may be obtained by contacting Tyler Junior College counseling services.

The American College Testing Program and the College Board tests are scheduled at Tyler Junior College and other conveniently located testing centers in Texas and elsewhere. A list of the testing centers may be found in the Student Information Bulletins of the testing services. The Student Information Bulletins, registration forms and the current year's testing dates may be obtained from the Tyler Junior College testing center or from high school or college counselors or registrars.

It is recommended that transfer students with less than 15 semester hours of credit submit scores from either TASP or PPT. Placement tests may be required.

Students residing in the Tyler Junior College District are entitled to priority in enrollment. Others are admitted if facilities are available, but the college reserves the right to limit the enrollment of students residing outside the Tyler Junior College District whenever in its judgment, facilities are not available for additional students.

See TASP requirement in this *Catalog*.

Tuition and Fees

Tuition rates at Tyler Junior College are low because the College is partially supported by the State of Texas. All tuition and fees must be paid on day of registration to reserve schedule. See Class Schedule for Automated Telephone Registration required payment dates. Any other plan must be an approved aid program with the financial aid office. All tuition and fee payments made by an outside company or agency must be presented prior to or during registration. A registration fee of $10 will be charged to all students. An additional fee of $10 is charged for late registration—enrollment after the regularly scheduled registration days. A fee of $15 will be charged for all insufficient funds checks. If the check was presented in payment of tuition and fees, the return will also result in a $10 late registration fee. Insufficient funds checks result in unpaid student accounts. Unpaid student accounts may be turned over to a collection agency.

A fee of $5 will be charged each time a student changes his or her schedule after registration.

Residency Classification

It is the student's responsibility to have residency information correct prior to payment of fees.

Residents of the TJC District

Tuition: $15 per semester hour with a minimum total tuition charge of $25.

Student fee: $5 per semester hour.

Building use fee: $3 per semester hour.

Instructional technology fee: $3 per semester hour.

Texas Residents from outside the TJC District

Tuition: $15 per semester hour with a minimum total tuition charge of $25.

Out of District Fee: $15 additional per semester hour.

Student fee: $5 per semester hour.

Building use fee: $3 per semester hour.

Instructional technology fee: $3 per semester hour.

Non-Texas Residents

Students whose residence is outside the state of Texas and who are thereby classified as non-resident students according to the definition provided by the statutes of the state of Texas are charged a special non-resident tuition rate.

Tuition: $25 per semester hour with a minimum total tuition charge of $200.

Surcharge fee: $15 per semester hour.

Student fee: $5 per semester hour.

Building use fee: $3 per semester hour.

Instructional technology fee: $3 per semester hour.

In-district, in-state and out-of-state residency is determined by using the guidelines published by the Coordinating Board in "Rules and Regulations—Residence Status." **Twelve months as a non-student is the minimum length of time required to establish residency.**

"Legal place of residence" is defined as the place where you, your parents or guardian live for the required length of time at the time of enrollment.

In-District student: A Texas resident (or dependents) who physically resides on property subject to ad valorem taxation by the Tyler Junior College District the required length of time (12 months).

Out-of-District student: A Texas resident who does not physically reside within the geographic boundaries of the Tyler Junior College District.

Waiver of Non-Resident Tuition

The difference in the rate of tuition for non-resident and resident students may be waived for a person and dependent who own property and reside on property which is subject to ad valorem taxation by the Tyler Junior College District [Section 130.003(b)(4), Texas Education Code].

A person (or dependents) requesting such a waiver shall verify property ownership with the admissions office at the time of registration. Aliens not domiciled in the United States are not eligible for waiver of the non-resident tuition rate due to payment of ad valorem taxes.

Reclassification

Application for reclassification. Students classified as non-resident students shall be considered to retain that status until they make written application by the institution and are officially reclassified in writing as residents of Texas by the proper administrative officers of the institution.

Reclassification as a non-resident. Persons who have been classified as residents of Texas shall be reclassified as non-resident students whenever they shall report, or there is found to exist, circumstances indicating a change in residence to another state. If students who have been classified as residents of Texas are found to have been erroneously classified, those students shall be reclassified as non-residents and shall be required to pay the difference between the resident and non-resident tuition for those semesters in which they were so erroneously classified.

Reclassification as a resident. If students have been erroneously classified as non-resident students and subsequently prove to the satisfaction of the appropriate officials of an institution of higher education that they should have been classified as a resident student, they shall be reclassified as residents of Texas and may be entitled to a refund of the difference between the resident and non-resident fees for the semesters in which they were so erroneously classified. Normally the refunds must be requested and substantiated during the current term.

Students must complete any reclassification of residency prior to payment of tuition and fees in order to be effective for that semester.

Student and Special Fees

Student Fee

All students are subject to a $5/hour charge to cover the cost of general services. This fee may not exceed $150 in one semester or summer session.

ID Cards

All students at Tyler Junior College are issued identification cards at their first registration. This card will be presented for admission to College activities, use of

library and learning resources, use of the HPE Center, as a meal ticket and for other College functions requiring identification. The card should be obtained during registration or the first two weeks of school. If the card is lost or not obtained during this period, a late/lost card fine will be assessed. Cards are invalidated upon replacement or during semesters when a student is not enrolled.

Parking Fees

All full and part-time students, faculty and staff who operate a motor vehicle on property owned or controlled by the College are required to register each vehicle with the Campus Safety Office. A registration permit must be affixed to each vehicle in accordance with the Parking Rules and Regulations of the College.

Motor vehicles will be registered for an academic year or for the balance of the year registered, whichever is applicable (the year is September 1 through August 31). Student permits are free (one per student) with the original payment receipt.

Additional vehicles may be registered by paying $5.00 per vehicle at the Campus Safety Office. In order to register a vehicle, a driver's license, student or faculty identification card and motor vehicle license number must be provided.

Special Fees

1. In accordance with the requirements of the statutes of the State of Texas, students are charged a semester laboratory fee of $15 for laboratory courses.
2. A fee of $15 is paid by students at the time of application for graduation.
3. Music fees per semester—individual lessons:

	One 30-Minute Lesson Per Week	Two 30-Minute Lessons Per Week
Piano	$50	$75
Voice	50	75
Violin, Violoncello	50	75
Guitar	50	75
Woodwind Instrument	50	75
Brass Instrument	50	75
Practice Room (four hours per week)		$ 4

4. A posting fee of $25 is paid by students in the following situations:
   a. Credit by examination
   b. Credit for life experience
   c. Credit by articulation agreement

Tyler Junior College Refund Policy*

Refund payments will be **mailed to the student's permanent address 4-6 weeks after the 12th class day**. Refunds are mailed on a weekly basis, alphabetically.

Refund of Mandatory Tuition and Fees

Students who completely withdraw or reduce their credit-hour load (remain enrolled at Tyler Junior College) by **completing their proper forms in the registrar's office shall have their tuition and mandatory fees refunded according to the following schedule:**

Prior to the first class day	100%
During the first fifteen class days	70%
During the sixteenth through twentieth class day	25%
After the twentieth class day	0%

Late registration, registration, insurance and change fees are non-refundable.

Students who "swap" credit hours (exchange one three hour course for another three hour course) may do so without a monetary drop penalty. The even exchange applies **only** if the course add and drop are presented to the registrar at the same time. Additional lab fees may apply.

First time students who completely withdraw on or before the 60% point in time of the enrollment period must receive a statutory pro-rata refund. Monies from the refund must be returned to the agency or aid program.

Weekend College

The above dates and policy will apply to the Weekend College program regardless of the actual start dates of classes.

**Subject to change by the State Legislature, Coordinating Board or Board of Trustees of Tyler Junior College.*

Special Notes

It is the student's responsibility to drop courses. The dates used for determination of refunds are those entered by the Office of Admissions and Registrar when the drop slip is received and processed by them. **Refunds will be applied to outstanding debts owed to Tyler Junior College. Unpaid student accounts may be turned over to a collection agency.**

Additional fees must be paid in the cashier's office the same day as adding and changing courses to reserve your schedule. All courses in which a student is enrolled will be dropped for non-payment, if 100% of tuition and fee charges are not paid.

The refund policy is subject to change by the vote of the Tyler Junior College Board of Trustees or the legislature of the State of Texas.

Financial Aid Funds

Financial Aid and Scholarship monies to pay your account must be accepted and awards made prior to registration. College charges (tuition, fees, housing, etc.) are collected from the first financial aid money available to the student regardless of due date. Students are responsible for paying any tuition, fees, room, board, loans or scholarships by appropriate due dates.

Emergency Tuition Loans/ Promissory Notes

Students with tuition loans/promissory notes are responsible for payment of the loan by due date **unless a complete withdrawal form is completed and processed by the Registrar's office prior to the first day of class.** Failure to pay on or before the due date will result in your schedule being dropped for non-payment. Additional fees will be charged to your account.

Payment by an Outside Company

Students whose tuition and fees are being paid by an outside company or business, must supply information regarding the agreement to the financial services office prior to registration.

Refund of Mandatory Tuition and Fees—Mini-Mester/ Special Terms

Students who completely withdraw or reduce their credit-hour load (remain enrolled at Tyler Junior College) by completing their proper forms in the registrar's office shall have their tuition and mandatory fees refunded according to the following schedule:

Prior to the first class day 100%

After classes begin (see table below)

Drops and Withdrawals

Length of Class Term in Weeks	Last Day for 70% Refund	Last Day for 25% Refund
2 or less	2	N/A
3	3	4
4	4	5
5	5	6
6	5	7
7	7	9
8	8	10
9	9	11
10	9	12
11	10	14
12	12	15
13	13	16
14	13	17
15	14	19
16 or longer	15	20

Example: Three week Course

Prior to the first day of class 100%
During the first through
third class days 70%
During the fourth class day 25%
After the fourth class day 0%

Late registration, registration, insurance and change fees are non-refundable.

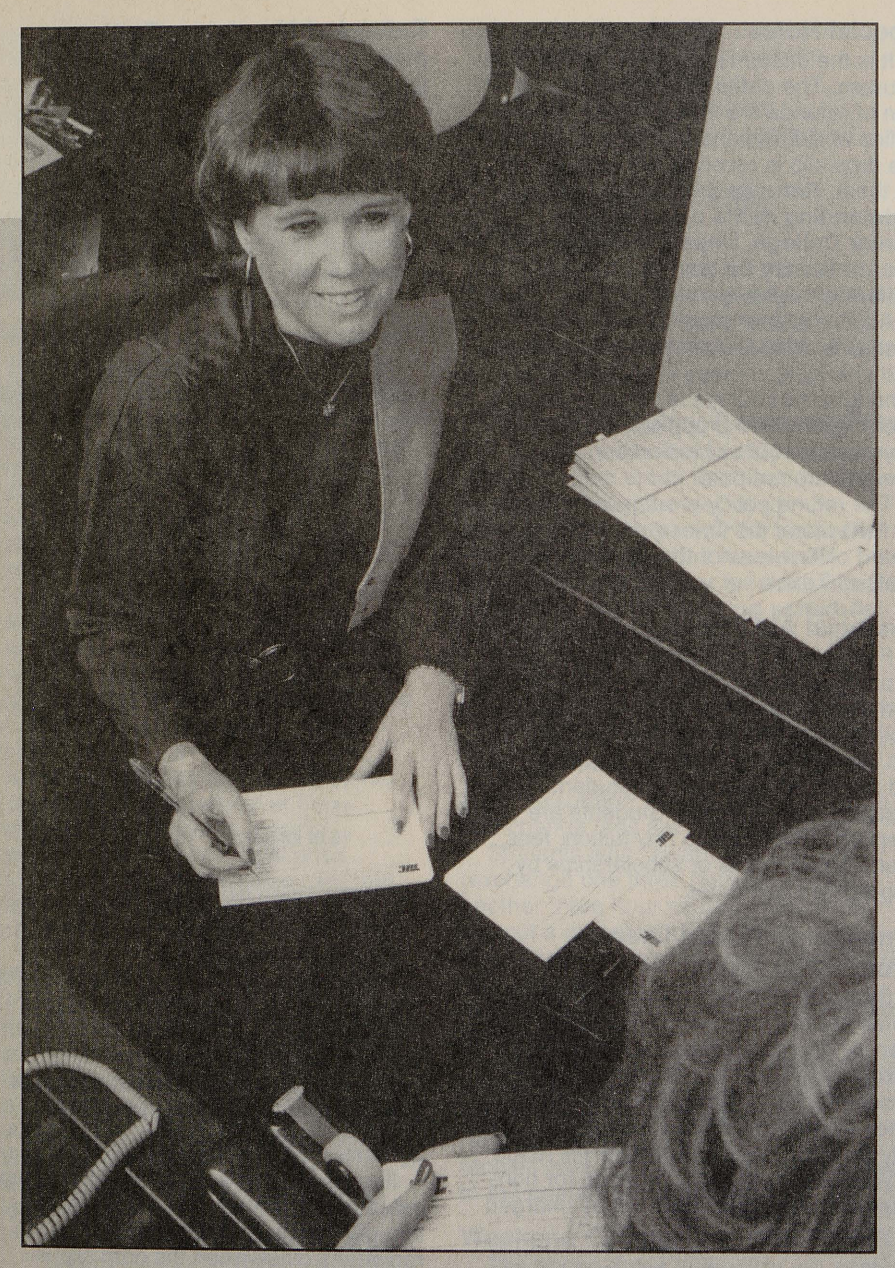
Special Notes

It is the student's responsibility to drop courses. The dates used for determination of refunds are those entered by the registrar's office when the drop slip is processed by them.

Refund Processing

Refunds will be mailed to the student's permanent address 2–4 weeks after the 4th class day.

Refunds will be applied to outstanding debts owed to Tyler Junior College.



"What I like most about working at TJC is interacting with students and faculty. If I can help solve a problem for someone or just give them encouragement to 'hang in there,' it gives me a great feeling of satisfaction."

Denny Yarbrough, *Staff Technician, Registrar*
A.A.S., Tyler Junior College

How We Help You

Financial Aid

Steps for Financial Aid Processing Each Year

1. Complete and mail a Free Application for Federal Student Aid (FAFSA) to address indicated each year. List Tyler Junior College as the school you plan to attend. (Title IV School Code 003648)
2. Student will receive a Student Aid Report (SAR) in approximately four weeks.
3. Student and/or parent may be required to furnish to the financial aid office a copy of their income tax form if SAR has been selected for verification.
4. Complete the Tyler Junior College financial aid folder with all pertinent documents filled out and returned in the folder.
5. Transfer Students: Students who have attended other schools during the current school year will be required to furnish a financial aid transcript (FAT) from the previous college, trade or technical school.
6. Turn in all required material to the financial aid office by deadline in order to have financial assistance available at time of registration.

Students needing financial assistance are encouraged to complete an application well in advance of registration for the semester they wish to attend. **To apply for financial aid, each year a student must complete the Free Application for Federal Student Aid (FAFSA).** This application takes four weeks to process.

Important Dates—Although an application for financial aid may be submitted at any time during the term, priority is given to students who complete their file with the office of student financial aid and scholarships by the dates recommended below:

Fall Semester—June 1

Spring Semester—November 1

Students whose files are completed after these dates cannot be assured of funding availability for registration purposes.

A student may apply for financial aid before being admitted to Tyler Junior College. However, the awarding of aid is contingent upon acceptance for admission. Funding not used to pay tuition and fees, books or room and board charges will be disbursed to the student within 45 days after classes begin.

Students and/or parents may also be required to submit a copy of their most recent federal income tax form. Any applicant who is married, 24 years of age or older, graduate/professional student, orphaned or a ward of the Court, a veteran of the U. S. armed forces or has legal dependents other than a spouse **will** be considered self-supporting.

Course Load Requirements—For eligibility in Federal Programs (Pell Grant, SEOG, College Work-Study and Stafford Student Loan) students must maintain enrollment in a degree or certificate program for at least six credit hours. Students enrolled less than six credit hours **may** qualify for Federal Pell Grant funds. Students who attend only in the summer session may not be eligible for financial aid. Contact the office of student financial aid and scholarships for details.

Some of the scholarships, grants, loans and job opportunities available to students are outlined in the following paragraphs. Contact the office of student financial aid and scholarships for detailed information about any program and deadlines for applying.

Scholarships

Guidelines and development of new scholarships are the responsibility of the Office of Development and Alumni Relations. For additional information concerning the establishment of new scholarships, please call 903–510–2380.

Awarding and management of scholarships is conducted by the Office of Financial Aid and Scholarships.

Presidential Scholarships

Presidential Scholarships of $2,000 per year or $4,000 over two years are awarded each year to incoming freshmen who demonstrate academic excellence, leadership in extracurricular high school and community activities, and rank in the first 10 percent of their graduating high school classes. The College currently has 64 Presidential Scholarships.

Priority for the selection of these Presidential Scholarships is given to students who meet the above criteria, have been admitted to the College and have filed TJC's application for scholarship with the director of student financial aid and scholarships by March 1. Applications for the scholarship are available through high school counselors.

To maintain the scholarship, a 3.3 cumulative grade point average and full-time (12 hours) enrollment must be maintained. These scholarships are funded through the various endowments available to Tyler Junior College.

Presidential Scholarships

Mattie Alice Scroggin Baker
Harold C. and Rosemary Beaird
Earnestine and David E. Berlin
Frances Dillon Birdwell
J. Weldon Birdwell, M.D.
S.W. Brookshire
Ina Brundrett
Sarah Butler
Frank and Margaret Canavaggio
Norma Anderson Carpenter
Dorothy and Jimmie Cheatham
A.D. and Bee Clark
Mary Martha Fair
Mary Martha Fair
"Rusty" Ingram Fletcher
June S. Flock
Mrs. A.S. Genecov
Brady P. Gentry
Elizabeth S. Gugenheim
William L. and Minnie Lou Herrington
Dulse Lux Hudnall
Jeanne and Phil Hurwitz
Dr. Harry E. Jenkins
J.W. Johnson
Dr. and Mrs. Earl C. Kinzie
St. Clair F. Luzzi
Red Little
Red Little in Journalism
Margaret Ann and Harry Loftis
Anne and Isadore Mayerson
McLarty-Childress
Maurine Genecov Muntz
Josephine and Dan Needham
Daniel A. Needham in Engineering
Lloyd and Seville Nunn
El Freda Taylor Pirtle Memorial
George W. Pirtle Memorial
Joyce and Bill Pirtle
J. D. Plunk
Emma Lou Prater
Dr. Blanche Prejean
William Atchley Pye
Louise H. Rogers
Robert M. Rogers
Pauline Heffler Roosth
Atlantis Shelby
Dorothy and Thomas H. Shelby, Jr.
Smith County Medical Society Auxiliary
Rilla Jeffrey Squyres
Doyle D. Starnes, Jr., DVM
Florence and Marcus L. Strum
Tyler Clearing House Association
Bonna Bess and Jim Vaughn
Floyd Wagstaff
Dorothy Fay and Jack White
Dorothy Fay and Jack White
Dorothy Fay and Jack White in the Fine Arts
Rev. J.E. White and Minnie Gentry White
Mastin Gentry White
Mabel Williams
Gertrude Buckley Windsor
Emma F. Wise
Royce E. Wisenbaker
Mrs. Royce E. "Petey" Wisenbaker

Dean's Scholarships

Dean's Scholarships of $1,000 per year or $2,000 over two years will be awarded each year to incoming freshmen who demonstrate academic excellence, leadership in extracurricular high school and community activities and rank in the first 15 percent of their graduating high school classes.

To maintain the scholarship, a 3.0 cumulative grade point average and full-time (12 hours) enrollment must be maintained. Applications for the scholarship are available through high school counselors.

Dean's Scholarships

Brady P. Gentry (5 scholarships)
Mr. and Mrs. A.W. Riter, Jr.
Mr. and Mrs. A.W. Riter, Jr., Leadership
Dr. and Mrs. J.E. Watkins
Dorothy Fay White and J.E. White (3 scholarships)
Jack and Dorothy Fay White (5 scholarships)
Mabel Williams (2 scholarships)
Isaac "Ike" C. Sanders

Faulconer Academic Incentive Award for Ethnic Minorities

The Faulconer Academic Incentive Award for Ethnic Minorities is an annual award of $2,500 to ethnic minority students chosen from the TJC district. The recipients must maintain a 2.0 cumulative grade point average and 12 hours each semester.

Valedictorian Scholarships

Valedictorians (defined as highest-ranking student) of accredited Texas high school graduating classes are eligible for freshman-year tuition and fees. A letter or certificate of verification from the student's high school principal must be presented.

College/Endowed

A limited number of Tyler Junior College funded and endowed scholarships and grants are available to those who qualify on merit and/or need. The amounts and number of these awards will vary each year depending on available funding and the student's need. Generally, to receive consideration for academic scholarships, applicants must present outstanding academic ability and appropriate application.

Academic scholarships are awarded for one year at a time. Recipients must enroll in a minimum of 12 hours each semester. These scholarships are generally not available during the summer sessions. In all instances, where the student's need is met with federal or state funds, any scholarship or grant awarded may be adjusted to meet federal/state audit guidelines.

Athletic Performance Grants

Athletic performance grants are awarded by the Tyler Junior College athletic program according to Texas Eastern Conference and NJCAA guidelines. Applications may be made to the Tyler Junior College athletic office. The athletic performance grants are awarded in football, men's and women's basketball, men's and women's tennis, soccer, golf, baseball and women's volleyball.

Performance Grants

Members of certain performing organizations are awarded partial scholarships. These groups include the Apache Band, Apache Belles, cheerleaders, Harmony and Understanding, Chamber Singers, student government, and speech and theatre.

Annual Scholarships and Awards

Listed below are the names of scholarships that have been awarded to Tyler Junior College students within the past year. Many of the individuals or organizations named below have created or contributed significantly to scholarship opportunities for Tyler Junior College students. The list includes scholarships awarded by the **Tyler Junior College Foundation** and administered by the Tyler Junior College Scholarship Committee as well as scholarships awarded and administered by outside agencies.

For application information, contact the office of student financial aid and scholarships.

Paul and Jacqueline Adams Art Scholarship
Advance Class Scholarship/Glenwood Methodist Church
American Association of University Women Scholarship
American Business Women's Association, Rose Garden Chapter, Scholarship
American Business Women's Association, Tyler Azalea Chapter, Scholarship
Tom Anderson Jr. Journalism Scholarships
Apache Belle Endowed Scholarship

Dr. R.E.G. Baldwin Nursing Scholarship
Alison Joy Baker Service Fellowships
Leta Bogan Scholarship
The Jill Bratcher Endowed Memorial Scholarship
Wood T. Brookshire Memorial Scholarships
Claud Brown Scholarships for Handicapped Individuals
Dr. Jean Speller Browne Scholarship
T.B. Butler Newswriting Award
T.B. Butler Publishing Company Scholarship
T.B. Butler Publishing Company Key and Internship
B.G. Byars Scholarships
D.K. Caldwell Scholarship
Hope Calhoun Scholarship
Thomas Julian Caswell Memorial Scholarship
Cedars of Lebanon Club Scholarship
Chick-Fil-A Scholarship
Dr. H.R. Coats Nursing Scholarship
Jim Collins Scholarship
Community Hospital Auxiliary Scholarship
Nell Covin Scholarship
Criterion Study Club Scholarship
Wilton J. Daniel Endowed Scholarship
Daniel B. Deupree Foundation Scholarship
Daughters of the American Colonists
Doctors Memorial Hospital Scholarship
Forrest Dorsey Memorial Scholarship
Josephine Drago Endowed Scholarship in Nursing
W.T. Ellis Endowed Memorial Scholarship
Marcia Evans Memorial Scholarship
East Texas Cattle-ettes Scholarship
East Texas Chapter of Links Art Competition Award
East Texas Fall Baseball Association Scholarship
East Texas Respiratory Seminar Scholarship
East Texas State Fair Scholarships
TJC ESSA Scholarship
Endowed Nursing Scholarship
Ethnic Minorities in Vocational and Professional Nursing Scholarship
First United Methodist Church Scholarship
James Robert Fleet Endowed Scholarship
Velma Culwell and Fisher Godfrey Scholarship
Paul and Sylvia Golenternek Forchheimer Scholarship
Free Enterprise Scholarship
Hilda J. Genecov Scholarships
Mrs. D.K "Lottie" Caldwell/Alfred E. Gilliam Apache Belle Scholarship
Mary John and Ralph Spence/Alfred E. Gilliam Apache Belle Scholarship
Goar Scholarship Fund
Celia Golenternek Goldstucker, Phillip and Hyman Golenternek Memorial Scholarship
Dr. and Mrs. Dan Golenternek Scholarship
Dr. and Mrs. Joe Golenternek Scholarship
Isadore Golenternek Scholarship
Leo Golenternek Memorial Scholarships
Sarah H. and Alexander Golenternek Memorial Scholarship
Good Shepherd Medical Center Scholarship
Mrs. English (Elaine) Gordon Scholarship
Grant Assistance Program (GAP) Awards
Gregg County Medical Society Auxiliary Scholarship
Mrs. Etta Golenternek Gross Memorial Scholarship
Elizabeth S. Gugenheim Nursing Scholarship
Norman E. Halbrooks, M.D. Memorial Scholarship
Ed and Mary Heath Foundation Scholarship
Raymond Hedge, Sr. Memorial Scholarship
J. C. Henderson Scholarship
Henderson Memorial Hospital Scholarship
Simon and Louise Henderson Foundation Endowed Scholarship
Marguerite Hercules Scholarships
Dr. Winifred Golenternek Heringhi Memorial Scholarship
Bruce E. Herrington Memorial Scholarship
E. Fred Herschbach German Endowed Scholarship
Hide-A-Way Lake Kiwanis Club Scholarship
Houston Livestock Show and Rodeo Scholarship
David K. "Cokie" Hughes Memorial Scholarship
Dr. H.E. Jenkins Memorial Scholarship
Lillie Jiles Scholarships
Varina Powell Johnson Scholarships
Kelly-Springfield United Rubber Workers Scholarships
Johnnye Kennedy Scholarship
Dr. Earl Kinzie Scholarships-LVN
Margaret Kinzie Scholarships-RN
Rick Kinsey Electronics Award
Levy Estate Scholarship
Robin Lindsey Memorial Scholarship
Littera Club Scholarship
Lufkin Industries Scholarship
David G. and Nancy Lunceford Scholarship

LVN's Studying to Become RN's Scholarship
Lee Machicek Memorial Scholarship
Minnie L. Maffett Scholarship
George Mea Horticulture Scholarship
Leota Martin Memorial Scholarship Charles T. May Memorial Scholarship
Bruce McMillan, Jr. Foundation Scholarships
Beth Rowell Mead Educational Scholarship
Christine Michaelis Scholarship
John Nash Scholarship
Marti Oge Nursing Scholarship
Optimist Club of Mineola Scholarship
Harris Oswalt Scholarship
Kenneth Patterson Scholarship
Olga R. Pearson Endowed Scholarship
Frank E. Peycke Memorial Scholarship
P.C. Pinkerton Memorial Scholarship
PEO Chapter GJ Scholarship
Pirtle Scholarship in Science and Engineering
El Freda Taylor Pirtle Scholarships
George W. Pirtle Technology Scholarships
Eddie Rice Scholarship
Jennifer Leigh Rogers Scholarship
Rose Capital Pilot Club Scholarship
Chuck Sanderson Memorial Scholarship
Florine Beall Shank Endowment for Music
Dr. and Mrs. L.E. Skinner Scholarship
Smith County Medical Society Alliance Scholarships
Grace Moore Skinner Smith Scholarship
Kathryn Nettles Speas Scholarship
Tony Spitzberg Memorial Award
St. John Masonic Lodge #53 Scholarship
Christopher Glynn Starnes Scholarship
Don Steelhammer Endowed Memorial Scholarship
Ronnie M. Stone Memorial Scholarship
Florence and Marcus Strum Scholarships
Doris Ray Studdard Scholarship
Ella Mae Swenson Scholarship
Temple Inland Foundation Scholarship
TEPE Scholarship
Texas Chest Foundation Scholarship
Texas Interscholastic League Scholarship
Trinity Mother Frances Health Systems Scholarship
Trustee Scholarships
TSRH Family Scholarship
Turman Family Reunion Scholarship
Tyler Auto Christian Fellowship Scholarship
Tyler Civitan Scholarship
Tyler Desk and Derrick Club Scholarship
Tyler Garden Club Scholarship
Tyler Jaycees Scholarship
Tyler Junior College Alumni Association Scholarship
Tyler Junior College Drafting Scholarship
Tyler Junior College Faculty/Staff/ Family Memorial Scholarship
Tyler Junior College GED Scholarship
Tyler Optimist Club Monroe Sublette Memorial Scholarship
Tyler Patrolman's Association Scholarship
Tyler Sunrise Rotary Club Scholarship
Kreelene Van Cleef Scholarship
Vaughn Foundation Nursing Scholarship
Vaughn Foundation Scholarship
Veteran's of World War I and Ladies Auxiliary of Rose City Barracks Scholarship
J.J. Wade Scholarship
Nell and Floyd Wagstaff Endowed Athletic Scholarships
Wal-Mart Foundation Scholarship
Carl Wallace Journalism Scholarship
Mary Wallace Education Scholarship
Earl Wallis Memorial Scholarship
Dr. and Mrs. J.E. Watkins Scholarship Trust
Hazel M. Weeks Scholarship
E.A. Wendlandt Scholarship
Jack and Dorothy Fay White Fine Arts Scholarship
Mastin G. and Jack White Music Scholarship
Virginia Wilks Nursing Scholarship
Gertrude Windsor Art Scholarship
Winona ISD Educational Partnership
Watson Wise Incentive Award
Watson W. and Emma Wise Cultural Arts Scholarship
Virginia Pittman Yale Journalism Scholarship

Grants

Federal Pell Grant

The Pell Grant program is a federally funded program designed to provide eligible students with a "foundation" of financial aid to assist with the costs of attending college. To be considered for a Pell Grant, a student must be an undergraduate, not have received a bachelor's degree, and complete a Free Application for Federal Student Aid (FAFSA) annually.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG program provides assistance for eligible undergraduate students who show exceptional financial need, are making satisfactory academic progress toward their educational goal and are enrolled for at least six credit hours. Priority is given to students with the greatest unmet financial need.

Texas Public Educational Grant (TPEG)

The TPEG program is a state financial aid program to assist students enrolled at state supported colleges. This grant is available to students enrolled in at least six credit hours. Priority is given to students with the greatest unmet financial need. Funding is limited.

Texas Public Educational—State Student Incentive Grant (TPE-SSIG)

The TPE-SSIG program is a state program. To qualify, students must show financial need and be making satisfactory academic progress toward their educational goal. Preference is given to students with the greatest unmet financial need. Funding is limited.

TASP Fee Waivers

A **limited** number of TASP fee waivers are available to students who show financial need.

Loans

Federal Stafford Loans

Stafford Student Loans may be made both by private lending institutions (banks, credit unions, insurance companies) and by the State of Texas, through the Hinson-Hazlewood College Student Loan Program. The maximum interest on Stafford Student Loans is 8.25 percent. Repayment on Stafford Student Loans begins six months after the student is no longer enrolled on at least a half time basis. There is a $50 minimum monthly repayment and a maximum ten-year repayment period for these loans. In accordance with federal guidelines, all students must attend a pre-loan counseling session annually prior to the certification of loan applications. Additionally, students are also required to attend an exit loan counseling session prior to graduating or exiting the institution. Contact the office of student financial aid and scholarships for further information.

Federal Unsubsidized Stafford Loans

See financial aid office for more details.

Emergency Tuition Loan/Promissory Notes

Tyler Junior College has established a limited Emergency Tuition Loan program to meet emergency needs of students who qualify. Loans are limited to the amount of tuition and fees and bear no interest. There is a $25.00 fee on late payments. Students must have a financial aid file pending. Contact the office of student financial aid and scholarships for more information.

Emergency Tuition Loan/Promissory Notes are due and payable in full on or before the established due date each term. Any type of credit from financial aid, scholarships or other sources applied to the account prior to the due date for this loan will be used toward repayment of the loan. Students are responsible for paying any tuition, fees, room, board, loans or scholarships by appropriate due dates.

Once this loan has been granted and applied to the account, the student is responsible for payment of the loan by the due date unless a complete withdrawal form is completed and processed by the registrar's office prior to the first day of class. Failure to pay on or before the due date (see current class schedule), will result in your complete schedule being dropped for non-payment. Additional fees will be charged to your account. (Please note that unpaid loans will: (1) cause the student to be dropped from all classes for non-payment, (2) prohibit any future registration at Tyler Junior College, and (3) will cause academic transcripts to be withheld from release.) Outstanding loans are turned over to an agency for collection.

Employment

College Work Study (CWS)

The College Work Study program provides part-time employment for students with financial need and who want to earn part of their educational expenses while they are going to school. Total earnings are determined by financial need and time available to work. Students must apply each year for College Work Study.

Student Assistants' Employment Program

Part-time employment for students who do not have financial need is available on campus. The wage rate and the average hours worked per week are similar to the College Work-Study program. Apply in the human resources office.

Off Campus Employment

Various part-time employment opportunities are available in the Tyler community. Contact the career planning and placement office for placement assistance. The wage rate varies with each job and financial need is not a requirement of employment.

Satisfactory Academic Progress Requirement

Students who receive financial aid are required to make measurable progress toward the completion of their course of study. For a detailed description of the requirements contact the student financial aid and scholarships office.

All inquiries regarding financial aid should be addressed to:

Director of Student Financial Aid
and Scholarships
Tyler Junior College
P. O. Box 9020
Tyler, Texas 75711

Vocational Rehabilitation Program

The Texas Rehabilitation Commission (TRC) offers assistance for tuition and fees to students who are vocationally handicapped as a result of a physically or mentally disabling condition. This assistance is generally limited to students not receiving other types of aid. For information contact: Vocational Rehabilitation Program, Tyler District Office, 3800 Paluxy, Suite 325, Tyler, Texas 75703.

Bureau of Indian Affairs

The Bureau of Indian Affairs offers educational benefits to American Indian students. Interested students should contact the regional Bureau of Indian Affairs Office regarding eligibility: Bureau of Indian Affairs, P. O. Box 368, Anadarko, OK 73005–3668, 405–247–6673.

Tuition Exemption Program

In addition to the scholarships, grants, loans and employment opportunities already mentioned, the State of Texas offers a number of exemptions from tuition and fee charges. They are not related to family income or "financial need," nor do they require the completion of a regular financial aid application. Eligible Exemptions and Waivers are as follows:

Tuition Exemptions

1. Exemption of Certain Veterans, Dependents, etc. of the Armed Forces of the United States from Payment of Tuition.
2. Exemption of Certain Orphans of Members of the Armed Forces, Texas National Guard and Texas Air National Guard from Payment of Tuition.
3. Exemption of Highest Ranking Graduate of Accredited High Schools from Payment of Tuition for Two Semesters.
4. Exemption of Students from Other Nations of the American Hemisphere from Payment of Tuition.
5. Exemption of Deaf or Blind Students from Payment of Tuition.
6. Exemption of Children of Disabled Firemen, Peace Officers, Employees of the Texas Department of Corrections and Game Wardens from Payment of Tuition.
7. Exemption of Tuition for Firemen Enrolled in Fire Science Courses. (Letter required from employer each semester enrolled)
8. Exemption of Tuition for Children of Prisoners of War or Persons Missing in Action.

Tuition Waiver Codes

1. Application of resident rather than non-resident tuition to out-of-state students enrolled through the Academic Common Market.
2. Application of resident rather than non-resident tuition to military personnel and dependents.
3. Application of resident rather than non-resident tuition to teachers and professors of Texas state institutions of higher education, their spouse and children.
4. Application of resident rather than non-resident tuition to residents of a bordering state who register at a Texas public junior college.
5. Application of resident rather than non-resident tuition to a teaching or research assistant, provided student is employed at least one-half time in a position which relates to his/her degree.

6. Application of resident rather than non-resident tuition to a non-resident holding a Competitive Academic Scholarship of at least $200 for the academic year or summer for which he/she is enrolled.
7. Application of resident rather than non-resident tuition for a person and dependents who owns property to ad valorem taxation by the junior college district in which the person is enrolling. Aliens not domiciled in the United States are not eligible for waiver of the nonresident tuition rate due to payment of ad valorem taxes.
8. (54.062) Payment of lowered tuition rate due to concurrent enrollment in more than one public institution of higher education in Texas.
9. Special tuition rates, caused by other statutory exemptions not included in numbers 1 to 8 or waivers not included in numbers 1–8 or 10–15.
10. Application of resident rather than non-resident for a Mexican national attending UT El Paso, UT at Brownsville, UT-Pan American, Sul Ross State University or Laredo State University who shows financial need.
11. Application of resident rather than non-resident tuition for a non-resident or foreign student who holds a competitive scholarship or stipend and is accepted in a clinical biomedical research training program leading to both a Doctor of Medicine and a Doctor of Philosophy degree.
12. Application of resident rather than non-resident tuition rate to a non-resident alien and his or her dependents stationed in Texas in keeping with the North Atlantic Treaty.
13. Application of resident rather than non-resident for a Mexican national attending a General Academic Teaching Institution who shows financial need.
14. Application of resident rather than non-resident tuition for Mexican national attending a public institution of higher education in Texas as a part of the state's student exchange program.
15. Application of resident rather than non-resident tuition for an individual or a member of his family located in Texas as an employee of a business or organization that became established in this state as a part of the program of state economic development and diversification.
16. Application of resident rather than non-resident tuition for an individual who is a non-resident alien, who otherwise meets residency requirements, who is living in the United States or on a visa which the U.S. Department of Justice has determined will allow the holder to establish a domicile in the United States. (As of the printing of this publication, only individuals having visa classifications of A-1, A-2, G-1, G-3, G-4 and K and those classified by the Immigration and Naturalization Service as Refugees and Asylees are eligible.)
17. Competitive Academic Scholarship Recipients. Certain students receiving competitive academic scholarships may be exempted from paying non-resident tuition rates. (See Rules and Regulations Residence Status published by Texas Higher Education Coordinating Board).

All of the above categories are subject to change by the legislature of the State of Texas.

Contact the admissions office for more information.

Veterans' Services

Veterans' G.I. Bill of Rights

Tyler Junior College is approved for veterans' training.

Veterans may consult the veterans' coordinator for information and assistance in applying for benefits.

Veterans' Dependents' Aid

The federal government has set up provisions in Public Law 634 whereby certain veterans' dependents may be eligible for a subsidy while pursuing their education. Orphans of service personnel and dependents of veterans with service-connected disability may find themselves eligible.

Satisfactory Progress

The Veterans Administration must be notified of unsatisfactory progress following each semester that a student does not maintain a 2.0 cumulative grade

point average. Veterans should contact the Veterans' Services office for additional information.

Hazlewood Act

Texas veterans who have exhausted their educational benefits may attend Tyler Junior College under the Hazlewood Act. All students qualifying for the Hazlewood veterans' benefits may be exempt from tuition and educational related fees, if Federal Financial Aid Funds have been exhausted. **Student service fees and late charges will be the responsibility of the student and are to be collected on day of registration.**

Requirements:

1. Qualify as a Texas resident.
2. Was a Texas resident at the time of entrance into the service.
3. Have an honorable discharge or discharge under honorable conditions.
4. Have a copy of discharge papers (DD 214) on file in the registrar's office.
5. Present proof of ineligibility for any other federal assistance.
6. Must have served at least 180 days active military duty, excluding training.
7. Less than 150 credit hours on Hazlewood since fall 1995.

For further information, contact the coordinator of veterans' services in the admissions office.

College Regulations

Responsibility for Admission Requirements

Psychology 1100, Freshman Orientation/Mentoring, is required of all full-time beginning students. Students are responsible for meeting all admission requirements including furnishing the necessary transcripts of their work. Failure to meet all requirements within a reasonable period of time after registration may cause them to be dropped from all work for which they have been enrolled.

Tyler Junior College reserves the right to refuse admission or readmission to any applicant who does not comply with admissions procedures or where evidence exists that the applicant probably would be incompatible with the aims and objectives of the College or where, in the judgment of the College, the applicant's presence on campus would not be in the best interest of the applicant or the College. An applicant who has a record of numerous arrests for violations of the law or whose conduct consistently has demonstrated anti-social behavior can be accepted only if the College is fully satisfied that his/her admission will be in the best interest of both the applicant and the College. Any person who does not agree with the above policy has the right of due process.

Late Registration

Students should register at the scheduled times in order to have the widest choice of courses and to make the registration procedure more uniform. Students may be permitted to enroll during the scheduled late registration period, as space permits, but a non-refundable fee of $10 will be charged. They will be responsible for making up all work missed.

Adding and Changing Courses

After fees have been paid, adding or changing courses will be approved only for the most pressing of reasons. Compelling reasons for changing or adding courses might involve a change of degree plan or conflict of classes. The final date for changing courses can be found in the College calendar. A change-of-schedule fee of $5 may be charged each time a change is processed. If dropping and adding classes result in additional charges, these must be paid on the day of schedule changes in order to reserve schedule. Tuition and fees must be paid in full to be officially enrolled and be on the class roll.

Class Cancellation Policy

If dropping and adding classes results in additional charges, these charges must be paid on day of drop/add in order to reserve schedule. Courses may be cancelled for lack of sufficient enrollment at the close of registration each semester. Any course with fifteen or fewer students will be subject to review by the dean of the school where the course is

offered. Program directors will have to provide adequate justification for the dean to make a decision to keep a class with fewer than fifteen students. Students in a cancelled class will be allowed to immediately register in another class. If dropping and adding classes result in additional charges, these must be paid on the day of schedule changes in order to reserve schedule. All tuition and fees must be paid to be officially enrolled and be on the class roll.

Policy for Auditing a Course

When space is available, permission to audit a course may be granted to students who have been admitted to the College and who either already have credit in the course or do not wish credit for the work.

Students auditing a course may not, under any circumstances, claim credit for the course. **Registration of such students will occur on the last day of late registration or on the date specified In the College calendar.** A student who is registered for a course may not change from credit to audit in the course during audit registration or at any time during the semester.

Charges for Auditing a Course

Charges are the same as for regular registration. *Persons 65 years of age or older may audit credit courses without tuition charges on a space-available basis.*

Quantity of Work Rule

Students enrolled in 12 or more semester hours of work are considered full-time students. The standard amount of credit work for each student in the regular session is 15 or 16 hours a semester exclusive of physical activity courses.

The standard amount of credit work for each student in the summer session is six hours a summer term.

Withdrawal

A student desiring to withdraw from school must submit a withdrawal petition to the registrar's office and is subject to the College's administrative and refund policies.*

Reinstatements

A student who has been withdrawn from a course may be reinstated with the recommendation of the instructor and approval of the appropriate program director. The student must initiate the reinstatement request within seven calendar days of the official date of drop by personally contacting the instructor involved.

Attendance

Regular class attendance is fundamental for the success of the student; therefore, a student must report promptly and regularly to all classes. Students who are not in attendance enough to be certified to the state will be dropped from the roll of that class.*

Student Absences on Religious Holy Days

A student may be excused from classes for a religious holy day **provided**, not later than the 15th day after the first day of the semester, the student notifies in writing each instructor of each class that he/she will miss for a religious holy day. Each student is responsible for work to be made up.

"Religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under SECTION 11.20, TAX CODE.

Scholastic Probation

When a student's cumulative record indicates that he/she is failing to make satisfactory progress, he/she is considered to be scholastically deficient and is placed on scholastic probation. Scholastic probation is a conditional permission for a student to continue in college.

Satisfactory progress is defined as follows:

A student must maintain a cumulative "C" average (2.0) on all work completed and/or accepted in transfer at Tyler Junior College. Completed courses are those which receive grades of "A", "B", "C", "D" or "F".

---

* For additional information see *Student Handbook.*

A student who fails to achieve a "C" average after accumulating 12 hours will be notified of his/her probationary status. Students who have completed 12 hours will have their status reviewed after completion of each additional 12 semester hours. It is recommended that students on probation see a counselor concerning ways in which they might improve their academic standing.

Should a student fail to achieve a cumulative 2.0 grade point average at the end of a second consecutive evaluation (12 additional semester hours credit), the student will receive notification that he/she must report for counseling before being allowed to register and continue on probation.

If a student fails to achieve a cumulative 2.0 grade point average at the end of the third consecutive evaluation (12 additional semester hours credit), he/she will be placed on academic suspension. Students on probation who achieve a "C" average for any given term will be allowed to continue on probation for the next term, **although the cumulative average is below 2.0**. Students on probation for the third consecutive semester who do not have a "C" average for the immediately preceding semester will not be allowed to attend Tyler Junior College for the next long semester.*

After a semester on suspension, students will be allowed to re-enroll on probation. These students will remain on probation until they earn a cumulative grade point average of 2.0 or better.

Students who have been on suspension from Tyler Junior College or another college, who are allowed to register at Tyler Junior College, must make a "C" average in all courses attempted that semester, or they will be suspended for one year.

A student suspended for scholastic reasons may appeal his/her suspension to the admission appeal committee.

Students requesting transfer to Tyler Junior College will be evaluated by the same criteria applied to Tyler Junior College students.

The student is held responsible for knowing College regulations regarding the standard of work required to continue in the College as well as the regulations dealing with scholastic probation and enforced withdrawal.

Grades and Reports

Effective fall, 1995, semester mid-term grades will not be reported for 1995–96 school year. Any student who is not making satisfactory progress at any time during the semester will be notified by the instructor through the academic dean's office. The student will receive written notification, at their permanent address, from the academic dean's office concerning their unsatisfactory status and will suggest ways to improve their grade in order to remain in class and be successful. The standing of the student in each course is determined by his class performance and by regular examinations. Two hours is considered a reasonable amount of time for average students to spend in preparation for each hour of class work.

Challenge of a final course grade must be initiated no later than the first ten days of the long semester* following the awarding of the grade in compliance with the "Academic Grievance Resolve" in the *Student Handbook.*

Grades are mailed to students at the end of the semester at the students' permanent addresses.

Academic Fresh Start

Senate Bill 1321 entitles residents of this state to seek admission to public institutions of higher education without consideration of courses undertaken ten or more years prior to enrollment.

For admission requirements, students must list all previous colleges attended. Students who wish to apply for "Academic Fresh Start" must complete forms in the admissions office.

When students apply for "Academic Fresh Start" all credit 10 or more years old will not be used for admission.

+Some programs require a "C" or better as a passing grade.

**For the purpose of determining compliance with the policies of academic suspension, the two summer terms will be equivalent to one long semester.*

Grading System

- **A—** 4 grade points per semester hour, an EXCELLENT performance
- **B—** 3 grade points per semester hour, a GOOD performance
- **C—** 2 grade points per semester hour, a FAIR performance
- **D—** 1 grade point per semester hour, a POOR performance, but a passing grade
- **F—** 0 grade points per semester hour, a FAILING grade
- **I—** 0 grade points, INCOMPLETE due to illness or other unavoidable circumstances, must be completed within 30 days after the beginning of the following semester, or grade will be F
- **IP—** 0 grade points, IN PROGRESS (neither passing nor failing), student must register and pay for course again the next semester. Grade used for developmental courses only
- **W—** 0 grade points, WITHDRAWN from course without failing, prior to the 15th week of semester, or 4th week of a summer term
- **CR—** Credit by Examination or Advanced Placement; Credit by Articulation Agreement

President's List

To promote high standards of scholarship, the College has established the President's List, which is published at the end of each semester. To qualify for the President's List, a student must have a 4.0 grade point average (all "A's"), with a minimum of 12 hours of college level courses (1000 or above) with a 4.0. Students must have no "D's", "F's", "I's" or "IP's" in college level or developmental courses.

Dean's List

To promote high standards of scholarship, the College has established the Dean's List, which is published at the end of each semester. To qualify for the Dean's List, a student must have a 3.3 grade point average with a minimum of 12 hours of college level courses (1000 or above) with a 3.3. Students must have no "D's", "F's", "I's" or "IP's" in college level or developmental courses.

Graduating with Honors

To graduate with honors a student must complete all required courses of his/her appropriate degree. Grade point average is based on **all accumulated course work** of college level courses (1000 or above) attempted.

Summa Cum Laude (Highest Honors)—
4.0 grade point average.

Magna Cum Laude (High Honors)—
3.6 grade point average.

Cum Laude (Honors)—
3.3 grade point average.

Semester Grade Point Average (SGPA):
Average will consist of the total of all course work completed for a given semester. The total number of grade points earned will be divided by the number of semester hours attempted.

Cumulative Grade Point Average (CGPA):
Average will consist of the total of all college level work completed and/or accepted in transfer to Tyler Junior College, excluding courses below the 1000 level. The total number of grade points earned in college level courses will be divided by the number of semester hours of college level courses attempted.

Degree Grade Point Average (DGPA):
Average will consist of the total of all course work counted toward a specific degree plan at Tyler Junior College, excluding courses below the 1000 level. The total number of grade points earned in college level courses will be divided by the number of semester hours of college level courses used to meet graduation requirements. Only hours and grade points earned in the last passing grade will be used to calculate degree grade point average. This grade point average will be used on the **degree plan only to determine eligibility for graduation.**

Numbering of Courses

One semester hour represents one class hour per week for 16 weeks; for example, one course meeting three hours a week for 16 weeks carries credit of three semester hours.

Courses designated as developmental will not count as elective or degree credit toward any degree. Courses in this catalog which are developmental have four-digit numbers, the first number is a "0".

Tyler Junior College has joined the **Texas Common Course Numbering System Consortium** approved by the Texas Association of Collegiate Registrars and Admissions Officers and the Texas Higher Education Coordinating Board. This numbering system was developed for the purpose of facilitating the transfer of general academic courses.

The four-letter prefix will be used to identify subject areas.

The four-digit numbers will be used as follows:

First digit—to identify level (0—developmental, 1—freshman, 2—sophomore)
Second digit—to identify credit hour value
Third and Fourth digits—to establish course sequence.

All descriptive titles of courses are followed by two numbers in parentheses. The first of these numbers gives the number of lecture hours each week while the second number gives the number of laboratory hours each week. For example, the notation (3-2) indicates that a course has three hours of lecture and two hours of laboratory weekly.

Transfer Credit

All credits taken at a college or university accredited through one of the regional associations listed below will be evaluated toward a degree at Tyler Junior College:

Middle States Association of Colleges and Schools/Commission on Higher Education
New England Association of Schools and Colleges
North Central Association of Colleges and Schools
Northwest Association of Colleges and Schools
Southern Association of Colleges and Schools/Commission on Colleges
Southern Association of Colleges and Schools/Commission on Occupational Education Institutions
Western Association of Schools and Colleges/ Accrediting Commission for Senior Colleges
Western Association of Schools and Colleges/Accrediting Commission for Community and Junior Colleges

It is the policy of Tyler Junior College not to transfer credits received from any United States institution not so accredited. **However, students who have gained proficiency through completion of course work from non-accredited institutions should consult a counselor regarding credit by examination.**

On receipt of an official transcript from an accredited institution, the grade point average will be computed based on all courses attempted. **Repeated courses will not be deleted from computation of cumulative grade point average in calculating honors.**

Course-by-course evaluation will be completed by the admissions office staff as needed for degree or program planning. Individual courses transferred will not be posted on the Tyler Junior College permanent record, but a summary of the total hours accepted from other institutions will be a part of the permanent record.

Students planning to transfer Tyler Junior College course work to another college or university are advised to contact the transfer institution to determine its transfer policy. Tyler Junior College has established transfer agreements with all area colleges and universities. Course transfer information is available from faculty advisors through instructional deans or counselors. The decision to accept Tyler Junior College courses in transfer and/or to apply those courses to individual degree plans is made by the receiving institution. Students should always consult the college catalog and proper officials of that institution.

Disputes

Transfer disputes may arise when a lower-division course is not accepted for credit by a Texas institution of higher education. To qualify as a dispute the course(s) in question must be offered by the institution denying the credit (receiving institution), or in the case of upper-level institutions, must be published as a lower-division course accepted for fulfilling lower-level requirements. For community colleges, the course(s) must be listed in the *Community College General Academic Course Guide Manual*, and be offered at the receiving institution. Additionally, the sending institution must challenge the receiving institution's denial of credit.

Instructions for Completing the "Transfer Dispute Resolution" Form

Rules and Regulations of The Texas Higher Education Coordinating Board, Chapter 5, Subchapter S 5.393

a. The following procedures shall be followed by public institutions of higher education in the resolution of credit transfer disputes involving lower-division courses:
   1. If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied.
   2. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and/or guidelines.
   3. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial the institution whose credit is denied for transfer shall notify the Commissioner of the denial.

b. The Commissioner of Higher Education or the Commissioner's designee shall make the final determination about the dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.

c. All public institutions of higher education shall publish the procedures described in subsections (a) and (b) of this section in their undergraduate course catalogs.

d. All public institutions of higher education shall furnish data to the Board on transfer disputes as the Board may require in accord with its statutory responsibilities under Section 61.078(e) of the Education Code.

e. If a receiving institution has cause to believe that a course being presented by a student for transfer from another school is not of an acceptable level of quality, it should notify the Commissioner of Higher Education. The Commissioner may investigate the course. If its quality is found to be unacceptable, the Board may discontinue funding for the course.

Student Load

A student may enroll in one or more courses. A standard load is considered to be five solid courses (three or four semester hours credit each) plus physical education activity and freshman orientation (first semester). Organizations such as band and choir may be added without special permission. Students desiring to take more than 20 hours per semester are required to present an outstanding record on courses already completed and obtain the permission of their instructional dean for the overload.

Records and Transcripts

Students shall have access to their official education records and shall have the opportunity to challenge such records if they deem them inaccurate, misleading or otherwise in violation of their privacy or other rights. Except for directory information, Tyler Junior College will not release personally identifiable data from student records to other than a specified list of exceptions without a written consent of the student. Even a release of information to parents requires a student's written consent.

In compliance with the Family Educational Rights and Privacy Act of 1974 (PL-93-380), as amended, the following information is provided concerning student records maintained by Tyler Junior College; and upon request, this act is available for review in the office of the registrar:

Area in which student records are maintained:

1. **Academic records:** registrar's office, continuing education office and faculty offices
2. **Placement and testing records:** counseling office
3. **Financial records:** business office and financial aid office
4. **Medical records:** College nurse's office

Review of Record

Any student has the right to inspect and review the content of his/her records, to obtain copies at the student's own expense, to receive explanations or interpretations of the records and to request a hearing to challenge the content. Access to the records may be requested on a form available from the official in charge of the particular record.

Challenging of a grade must occur within the first ten days of the long semester immediately following awarding of the grade.

Informal Review: Follow the procedure as outlined for review of record. An official will summarize action taken on a review request form. This should be signed and dated by the review official and maintained with student's records.

Formal Review: If the informal review does not clarify the question of accuracy of record-keeping, the student may request a formal review. The Academic Appeals Committee will hear challenges concerning these records.

Family Rights and Privacy Act

In compliance with the Family Educational Rights and Privacy Act of 1976, (PL 93-380, section 513), as amended (PL 93-568, section 2), information classified as "Directory Information" may be released to the general public without the consent of the student.

Tyler Junior College hereby designates the following student information as public or "Directory Information": Name, address, telephone number, dates of attendance, class, previous institution(s) attended, major field of study, awards, honors (includes Dean's List), degree(s) conferred (including dates), past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes) and date and place of birth.

A student may request that the above directory information be withheld from the public by making written request to the registrar's office during the first 12 days of class of a fall or spring semester or during the first four days of a summer session. If no request is filed, information will be released upon inquiry. A new form for non-disclosure must be completed every fall, spring and summer session or term enrolled. Tyler Junior College assumes that failure on the part of any student to specifically request the withholding of "Directory Information" indicates individual approval for disclosure.

Informed Consent

Student records will be examined by Tyler Junior College and authorized subcontractors in the process of compiling reports required by state agencies, the federal government and accrediting bodies and in conducting research for the purpose of program planning, management and evaluation. Data in all reports and research findings are aggregated to the program, special populations or institutional level. No personally identifiable information will be published nor will reports and studies be formatted in any way to permit disaggregation to the individual level by Tyler Junior College or its authorized subcontractors. Unless a student notified Tyler Junior College in writing of a desire to prevent examination of his/her record, the student's signature on the admissions application and/or readmit form shall be construed as consent to administrative and research uses of his/her records under the protections named above. No person will be denied service because he/she asks that his/her records be excluded from the process of compiling reports and conducting administrative research.

Drug-Free Campus Statement

Tyler Junior College is in accordance with the Drug-Free Schools and Communities Act Amendment of 1989 which requires a clear statement regarding the consequences of drug use and abuse, along with information about sources of available assistance, be made available to every student and employee. The *Student Handbook* contains detailed information about emotional, medical and legal consequences of drug use and abuse. Students found in use, possession or distribution of controlled substances on campus will receive both legal and College disciplinary actions. A student assistance program provides education, intervention, assessment and referral services for those with an abuse problem. Additional information about CONFIDENTIAL services is available in the student development office, counseling services or health services.

Change of Name or Address

A student who changes his/her residence or mailing address is expected to notify the registrar of this change immediately. **If a change of residency is implied, documentation must be furnished.** The permanent address is the address on record and all official correspondence will be mailed to that address. Any communication from the College which is mailed to the name and address on record is considered to have been properly delivered and the student is responsible therefor.

Student Consumer Information

Information not found in this catalog regarding Tyler Junior College may be found in the student activities office.

Residence Life

It is the goal of the College that students living on our campus should be provided with an academically healthy atmosphere, appropriate social outlets and a safe and secure environment within which they can achieve their educational goals and develop into responsible citizens. To help accomplish these goals, Tyler Junior College maintains a modern residential living system of eight residence halls which house 600 students. Each living unit is air-conditioned and features suites for four people in two bedrooms sharing bathroom facilities. All rooms have basic furniture and smoke alarms for the safety of residents. Each hall has limited laundry and kitchen facilities for residents' use.

Students living in College housing have opportunities to participate in student government at the hall level and enjoy proximity to many College activities and events. Programs are provided in the halls on a regular basis for the information of students and include areas such as health issues, including drugs, eating disorders, and basic health care; assertiveness skills and relationship dynamics; social activities for hall residents; and study skills and career planning workshops.

A full-time professional hall specialist and several student resident assistants live in each of our living units to provide supervision and direction for residents. They are responsible for the daily operation of the hall, providing of programs for resident students, and individual assistance to students on both academic and personal issues. The residence staff holds active membership in both the regional and international college housing associations.

College housing contracts are binding for an academic year, fall and spring semester. If a student signs a resident contract in the fall, it is binding through the spring semester if they remain enrolled. If a student signs a contract in the spring it is binding only until the end of that semester. Assignment to College housing includes a full seven-day meal plan in the College dining hall. Only full-time students who carry 12 semester hours or more are eligible for College housing. Fall assignments are very limited and it is suggested that applications be submitted at least six months prior to the semester for which housing is desired. Both a complete application form and a deposit are required to be considered for assignment. Applications submitted without the required deposit will be returned without action. Applications for College housing are available upon request from the residential life office. Once assigned to a specific hall, a student's payment is due on August 1 for fall semester and on January 1 for spring semester. Summer housing costs and dates vary according to availability.

More information about the residential life program, including current costs, is available from the residential life office located in the Purchasing Building or by calling 903–510–2674.

College Dining Hall

The College dining hall provides meals for all students enrolled at the college on a variety of payment plans from one meal to a seven-day meal plan for an entire semester.

Students desiring more information should contact the director of food services.

Health Services

The health services office, located on the second floor of Rogers Student Center provides various health programs.

Health Care is provided in case of minor injury, illness or medical emergency. **Bed rest** is available for ill students during staff hours.

Individuals are referred to appropriate sources when more definitive care is necessary. All expenses related to hospitals, medications and services of a physician, provided outside of health services, must be paid by the student. There may be minimal charges for various procedures performed in health services.

Health Maintenance Programs provided include blood pressure check, nutritional information, TB skin test, immunization, allergy injection, eye examination, consultation and referral.

Health Education literature, videos and presentations are available on health related topics such as specific illnesses, life skills, substance abuse, date rape and contagious diseases. Current information on HIV/AIDS and other sexually transmitted diseases is furnished.

Health Insurance is available at a reasonable rate from a private carrier. Additional information may be obtained in health services.

If a student requires transportation to a medical facility, campus safety will contact Emergency Medical Services (EMS). Under no circumstances may an employee of the College transport an injured or ill student from the campus.

Accommodations for the Student with a Disability

The College will make reasonable accommodations for qualified students with a diagnosed physical and/or learning disability who apply for admission. If reasonable accommodation in registration procedure or instructional environment is requested, the student must obtain a Request Accommodations Form (RAF) from the support services office and have an interview with a support services counselor. Current medical and/or psychological documentation which verifies their disability will be required with the RAF.

The deadline for applying for assistance with the support services office is normally four weeks prior to the beginning of the initial semester of enrollment, to allow time to provide adequate coordination of services. The deadline for applying for subsequent continuous semesters of enrollment is two weeks prior to the beginning of regular college registration for that semester.

Prospective and current students, parents and others interested in such services or more information should contact the support services office, Rogers Student Center, 903–510–2395, TDD 903–510–2394, or refer to the *Student Handbook*.

Student Activities

Extracurricular activities at Tyler Junior College are varied, and designed to afford full- and part-time students with opportunities for enjoyment and enrichment. These activities are intended both to augment class work and to provide relaxation from studies.

The excitement of athletic events, the quiet pride of candlelit initiations, the exhilarating camaraderie of a club project—these are all part of the College's extracurricular activities. A community college as well as a traditional junior college, TJC seeks in its numerous beyond-the-classroom activities to serve not only the students on campus, but also the township and the entire East Texas area. For more information on student activities see the Tyler Junior College *Student Handbook*.

Student Senate

The Student Senate is the student government body of Tyler Junior College. The purpose of the Senate is to promote active student government, promote better relationships among the student body, promote good citizenship and provide an avenue by which student needs and desires are transmitted to the administration, as well as provide educational and wholesome entertainment for students.

Apache Belles

A select women's organization, the group presents performances for half-time entertainment at College and professional games and entertains on other occasions.

Throughout the year, special study is given to good taste in clothing, make-up, manners and general personal improvement.

Apache Band

The Apache Band is the official College band open to all students who qualify by audition. The band performs at a large number of campus, athletic, and community events and also accompanies the Apache Belles. The Jazz Band, Apache Spirit Basketball Band, Instrumental Chamber Ensemble and Community Wind Ensemble are select groups of band students from the Apache Band chosen to play a wide variety of music.

Concert Chorus

Open to all students who wish to sing, the choir represents the College in concerts on and off campus.

Harmony and Understanding

A select group of singers from the concert chorus, Harmony and Understanding sings modern popular music.

Chamber Singers

The Chamber Singers, a specially selected group of singers from the concert chorus, present primarily chamber choral literature.

Athletic Program

The College athletic program includes intercollegiate sports for men in football, basketball, baseball, soccer, tennis and golf, and for women in basketball, volleyball and tennis.

Clubs and Organizations

Other student activities include clubs and organizations which are intended to represent the diverse interests of the students. The following organizations are presently active on the campus. A more complete description of the purposes and activities of each organization is included in the *Student Handbook.*

Apache Band
Apache Belles
Association of Baptist Students
Baptist Student Union
Cheerleaders
Chess Club
Criminal Justice Student Association
Epsilon Delta Pi
Geological Society
Gospel Choir
Intergreek Council
Las Mascaras
Minority Student Association
Phi Theta Kappa
Student Senate
Tae Kwon Do Club
Tri-C
TJC Volunteer Association (TJCVA)
Wesley Foundation

Religious Student Centers
- Association of Baptist Students
- Baptist Student Union
- Tri-C
- Wesley Foundation

Fraternities
- Beta Phi Omega
- Rho Beta Chi
- Sigma Delta Nu

Residence Hall Government
- Bateman Hall
- Claridge Hall
- Holley Hall
- Hudnall Hall

Counseling and Testing

Professional counselors assist students with personal problems and concerns and provide referral information when requested.

Prior to registration, new students are required to participate in the testing and advisement process, regardless of student classification, after having satisfied Tyler Junior College admissions requirements.

All returning students with chosen majors are advised by faculty advisors within the school of a student's program of study. Returning or readmission students should consult with their faculty advisor well in advance of registration to avoid possible advisement delays.

Summer Freshman Orientation

Summer freshman orientation sessions are available to students who wish to complete the freshman orientation requirement and register early for the fall semester. Students who participate in one of the summer freshman orientation sessions learn about the college courses available, discuss college and career plans with counselors, faculty and peer advisors and other professionals and then complete registration procedures for the fall semester. Placement testing assures that students are enrolled in classes compatible with their educational backgrounds and abilities. Students also have the opportunity to spend the night in a residence hall to see first-hand what college life is like, to meet some classmates for the coming semester and to become familiar with the campus before classes begin.

Testing

Admissions Test Score Requirement

All freshman and transfer students who have completed less than 15 college level semester hours are strongly encouraged to submit scores of the American College Testing Program (ACT) or the College Board (formerly SAT) well in advance of actual enrollment.

Placement tests are required to place students into appropriate coursework. Continued enrollment may be contingent on maintaining a 2.0 or above semester grade point average in each developmental course assigned. Call the TJC Testing Center, 903–510–2617 for more information.

State Mandated Testing Requirements

Texas Academic Skills Program (TASP)

See page 10 in this *Catalog.*

Pre-TASP Tests

Beginning students will be required to take placement tests in English, Math and Reading for proper placement in courses at Tyler Junior College. Information on these tests may be obtained by contacting the Tyler Junior College testing services.

Retesting guidelines:

1. Retest on placement tests is allowed only when approved by the Director of Testing or his designee.
2. A written request detailing circumstances accompanied by the Tyler Junior College retest form must be submitted by the applicant to the Director of Testing.
3. Examinees whose placement test scores fall within the range for developmental studies are required to follow Tyler Junior College policy concerning remedial course work.
4. Students who present evidence of successful completion of remediation are allowed to retest on placement tests. Once a retest has occurred, additional testing will need to be accomplished on the TASP.
5. Test results other than TASP are valid for a two-year period.
6. Because of the aforementioned there is no need for a "waiting period" prior to retest.

Credit by Examination

College Level Credit by Examination (CLCBE)

Tyler Junior College recognizes the fact that many students, independent of the college environment, have achieved the goals and objectives of certain college courses. In accordance with that belief, Tyler Junior College has adopted policies and procedures whereby students may receive college credit for that knowledge and/or experience or may be enrolled in classes commensurate with the academic level to which they belong.

Credit earned through CLCBE procedures will apply toward the graduation requirements of Tyler Junior College. Credit will also be given for acceptable advance placement scores of the College Board (AP), College Level Examination Program (CLEP), Defense Activity for Non-traditional Educational Support (DANTES), and certain specific departmental institutional tests. Students are eligible to receive a maximum of 15 semester hours credit through CLCBE procedures providing they are concurrently enrolled at Tyler Junior College and complete a full semester of academic work in the classroom setting. Upon successful completion of any CLCBE experience, a grade of **CR** will be awarded and will not affect the grade point average. Tyler Junior College does not guarantee the transfer of credit awarded through College Level Credit by Examination (CLCBE) to other institutions; therefore, those individuals who desire to transfer credit should contact the institutions of choice for such information. **There is a $10 pre administration fee in addition to the cost of the tests. There is also a $25 fee for posting credit by examination to college records.**

For further information about the College Level Credit by Examination Program, contact the Tyler Junior College testing center.

Credit by Articulation Agreement

Certain high school courses have been approved for college credit through articulation agreement between the faculty of both schools.

Please contact the admissions office for information regarding agreements with your school. Posting fee required.

Career Planning and Placement Services Information

Career-planning information available for students includes exploration of career options, computer-based interest assessments, occupational information, senior colleges and transfer information. Placement services available include: job search information, referrals for part-time and full-time employment, employee information through specific program director liaisons, campus interviews and computer-based résumé writing program. Frequent seminars are conducted on résumé writing, job search strategies and interview techniques throughout the year.

For more information, contact the Tyler Junior College Placement Services Center 903–510–2390 or refer to the *Student Handbook.*

Support Services

Tyler Junior College provides a variety of support services for students with special needs and capabilities.

Academic Support/Peer Tutoring

Programs which have been developed to assist the student with weak academic skills are EXCEL, a nationally certified peer tutoring program which consists of one-on-one, group and/or open lab tutoring, college study skills assessment, study skills handouts and videos and the Computer Systems Research (CSR) network (self-paced tutorial assistance in basic skills and TASP preparation).

For more information, contact support services in Rogers Student Center, 903–510–2395, or refer to the *Student Handbook*.

Students with Disabilities

For the student with academic potential who has a physical or learning disability, the college provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the American Disabilities Act of 1990. An **accommodations request form** must be completed prior to the beginning of each semester in the support services office, if accommodations are needed due to a physical or learning disability. Appropriate documentation of physical or psycho/educational evaluation or Rehabilitation Agency referral (that clearly documents the disability and supports the need for accommodations) must be submitted before any accommodation can be arranged. Reasonable accommodation requests and documentation may be subject to review by a special needs committee.

For more information, contact support services in Rogers Student Center, 903–510–2395, TDD 903–510–2394, or refer to the *Student Handbook*.

Women and Adult Students

A variety of support services are available for those considering "re-entry" into education and/or employment, and for the person considering careers that are non-traditional for her/his gender. For the technical major who can document financial need, limited financial support may be available for child care. Application deadlines to be considered for financial assistance are:

Fall Semester—July 28

Spring Semester—November 24

Applications must be picked up in the support services office. Students must meet all guidelines and have submitted all necessary documentation, including filing a **Student Aid Report** through financial aid office, to be considered. Financial assistance is based upon need, full time status, technical major and availability of Carl D. Perkins Vocational and Applied Technology Grant Funds. As funding is limited, eligible students will be placed on a waiting list. All students must reapply prior to the fall semester of each academic year.

For more information, contact support services in Rogers Student Center, 903–510–2395, or refer to the *Student Handbook*.

Vaughn Library and Learning Resources Center

The Vaughn Library and Learning Resources Center holds a library collection, the interactive computer learning center, an instructional videotape collection, and CD-ROM or online access to numerous external resources, including the Internet. In addition, book collections for the health sciences, legal assistants and other programs are here. Books from the library are checked out using a current ID card. Reference books, microfilms and magazines stay in the library, but copy machines can be found on each floor. Software in the interactive computer learning center includes word-processing, database and spreadsheet applications. Additional computer-assisted-instruction programs in chemistry, English, history, foreign language and other areas are available in Pirtle 315. Tapes from the video collection can be viewed on the second floor. Video programs for the instructional television (ITV) courses can be viewed here, checked out for watching at home or for many Tyler, Smith and Cherokee County residents, seen on local cable. Computer resources for students may be available at other TJC off campus teaching sites. Students may also check out materials through the Forest Trail Library Consortium, including over 30 libraries in the East Texas region.

Distance Education

To meet the changing educational needs of its service area, Tyler Junior College provides distance education opportunities to high school students and those with a demanding work schedule. Distance education through TJC may be acquired through "dual credit" courses taught at participating area high school campuses; through Early Admissions courses offered at the TJC campus or

participating high school campuses; through Instructional Television, which annually enrolls more than 3,200 students; or through Internet- and modem-delivered courses.

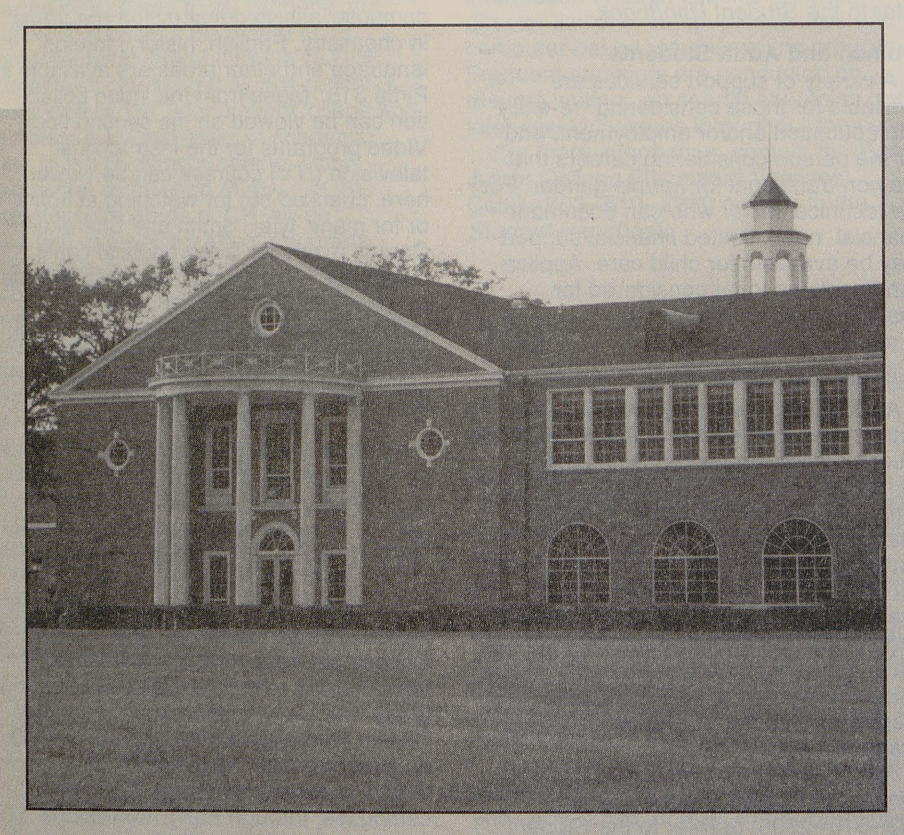
Students attending Robert E. Lee and John Tyler high schools in Tyler; Van High School; and Grand Saline High School may be eligible to take Early Admissions courses at their high school campus via two-way video link.

For more information on "dual credit" or Early Admissions courses offered for high school students, see *Special Admissions* on page 12.

Students selecting Instructional Television or Internet- or modem-delivered courses must have completed admissions procedures prior to registering for classes and must attend orientation sessions on the TJC campus. For further information about Instructional Television and Internet- and modem-delivered classes, call the Distance Education Hotline at 903–510–2304 or consult the TJC web site at: http://www.tyler.cc.tx.us/

Success Oriented Studies

Success Oriented Studies (SOS) refers to courses and certain services in academic development for underprepared students. Assistance in basic skills such as reading, writing, mathematics and personal development is available through both semester-length developmental courses and shorter term individualized programs of study.



Jenkins Hall

WHAT WE OFFER

GRADUATE GUARANTEES

Tyler Junior College guarantees its associate in arts graduates that the courses required for graduation will transfer, and associate in applied science graduates that specific competencies will be taught. To qualify for this guarantee, the graduate must have completed at least 75 percent of their credits at TJC.

Special Conditions

Associate in Arts Graduates

1. Tyler Junior College guarantees to its Associate in Arts graduates who have met the requirements for the degree, beginning September 1, 1992 and thereafter, that course credits will transfer as outlined in the Texas Higher Education Coordinating Board rules and regulations.
2. Limitation on the total number of credits accepted in transfer, grades required, relevant grade point average and duration of transferability apply as stated in the general undergraduate catalog of the receiving institution.
3. Only college-level courses with Community College Academic Course Guide Manual approved numbers are included in this guarantee.
4. If all the above conditions are met and a course or courses are not accepted by a receiving institution in transfer, the student must notify the Dean of Admissions at Tyler Junior College within 15 days of notice of transfer credit denial so the "Transfer Dispute Resolution" process can be initiated.
5. If the courses are not transferable, Tyler Junior College will allow the student to take up to nine (9) semester credit hours of comparable courses, with waiver of tuition, which are acceptable to the receiving institution within a one-year period from granting of a degree at Tyler Junior College. The graduate is responsible for payment of any fees, books or other course-related expenses associated with the alternate course(s).
6. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
7. The students' sole remedy against this College and its employees for academic deficiencies shall be limited to nine (9) credit hours of tuition-free education under conditions described above.

Associate in Applied Science and Technical Certificate Graduates

1. Tyler Junior College guarantees to its Associate in Applied Science and Technical Certificate graduates that if they are judged by their employer to be lacking in technical job skills identified as exit competencies for their specific program, the graduate will be provided retraining with certain stipulations.
2. The graduate must have earned the A.A.S. degree or certificate beginning September 1, 1992 or thereafter in a technical program published in the College's *Catalog.*
3. The graduate must have completed the A.A.S. degree or certificate with at least 75 percent of the credits being earned at Tyler Junior College and must have completed the program within a four-year time span from initial enrollment.
4. Graduates must be employed full-time in an area directly related to the area of program concentration.
5. Employment must commence within 12 months of graduation.
6. The employer must certify in writing that the employee is lacking entry-level skills identified by the College as the program competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.

7. The employer, graduate and assigned representative(s) of the College will develop a written educational plan for retraining.
8. Retraining will be limited to nine (9) credit hours related to the identified skill deficiency and those classes regularly scheduled during the period covered by the retraining plan.
9. All retraining must be completed within a calendar year from the time agreed upon in the educational plan.
10. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees and/or other course related expenses.
11. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
12. The students' sole remedy against this College and its employees for skill deficiencies shall be limited to nine (9) credit hours of tuition-free education under conditions described above.

Additional Degrees

An additional associate degree may be conferred if all requirements for both degrees have been satisfactorily completed and at least 30 additional semester hours credit have been earned above the one requiring the most hours.

An associate degree and a certificate of proficiency may both be awarded if the student has completed all requirements for both a degree and a certificate and has at least 16 hours additional credit above the requirement for the degree.

Student Responsibility

Each student is responsible for seeking advice, for knowing and meeting the requirements for the degree program of his or her interest, for enrolling in courses appropriate for that degree program and for taking courses in the proper sequence to ensure orderly and timely progress toward the degree.

The College awards the associate in arts degree and the associate in applied science degree to students who complete both the general and specific requirements as set forth for the particular program desired and who make proper application to the registrar for the degree.

Graduation Under a Particular Catalog

To receive a degree from Tyler Junior College, a student must fulfill degree requirements as set forth in a catalog under which he/she is entitled to graduate. **A student is entitled to graduate under the current catalog or any other catalog in force when the student was enrolled, but the catalog must be within the last five catalogs.**

Dates of Graduation

Degrees will be dated the semester for which they are applied. Students who meet graduation requirements may be awarded degrees or certificates three times a year—in May, August and December. A commencement ceremony is held at the close of the spring and summer semester.

Graduation Application Deadlines

It will be the responsibility of the students to apply for the appropriate degree or certificate for which they are eligible. Graduation fees must be paid at the time of application for degree or certificate. The deadline for applying for degree or certificate for the spring semester will be March 1. The deadline for applying for a degree or certificate at the end of summer terms will be July 1. The deadline for applying for a degree or certificate at the end of the fall semester will be October 1. The student is responsible for checking with the cashier's office to pay any outstanding charges on their student account prior to graduation.

Degrees, Certificates and Graduation

General Requirements for all Degrees

The following general requirements must be met by all students receiving associate degrees:

1. **The student must apply for a degree in a specific concentration by the published deadline.**
2. The student must complete 62 (unless a specific curriculum indicates otherwise) acceptable credit hours of work with an average grade of at least "C" (2.0) DGPA.
3. **Fifteen of the last 21 credit hours must be completed at Tyler Junior College.** Any exception must be approved by an instructional dean. **At least 15 credit hours of work must be of sophomore level.**
4. Students who graduate in the spring are required to attend the commencement exercises unless excused.
5. **A student should apply for a degree within a year of when he/she last attended Tyler Junior College.**
6. Students who first enrolled fall of 1989 or after must pass TASP unless TASP Exempt.

Associate in Arts Degree

The associate in arts degree is designed to give students breadth of knowledge in the liberal arts, promote critical thinking that is fundamental to higher education and allow students to take specific courses in a discipline. Students working toward the associate in arts degree will take essential core requirements that will allow them to transfer to a senior college. Tyler Junior College offers the associate in arts degree to students completing the general college requirements for all degrees, the general degree requirement for the associate in arts degree and those courses required for concentrations in the disciplines listed after the general degree requirements.

The core requirements for the associate in arts degree are:

1. **ENGL 1301** and **1302** (6 credit hours)
2. **HIST 1301** and **1302** (6 credit hours) Students may substitute one of these courses with another American or state history course. Students should check with the history department of the senior institution to which they intend to transfer.
3. **GOVT 2305** and **2306** (6 credit hours)
4. **PHED 1101** and one additional health and kinesiology activity course. (2 credit hours)
5. **College level math** (3 credit hours) If mathematics is not listed as a specific requirement in a concentration, a minimum of three credit hours of college level mathematics will be required for graduation. (TMTH 1301 and 1302 may not be used to satisfy this requirement.)
6. **Science** or **Foreign Language** (8 credit hours) (See concentration for selection of appropriate science or foreign language)
7. **Fine Arts Appreciation** or **Computer Science** (3 credit hours)
8. **Speech** (3 credit hours)
9. **Literature** (3 credit hours) ENGL 2332 or 2333

Core Total: (40 credit hours)

Work with your major advisor for any course substitution needed for your senior institution degree plan.

NOTE: In all Associate in Arts degree plans, several disciplines are suggested as electives. *Social Science* includes economics, geography, government, psychology and sociology and social work. *Humanities* include Bible, history, humanities, journalism, literature, modern language, philosophy and speech. *Fine Arts* include courses in the appreciation or history of art, drama and music. *Natural science* includes chemistry, biology, geology, physics and astronomy. *Mathematics/Laboratory Science* includes chemistry, biology, geology, physics, astronomy, and college level mathematics.

Tyler Junior College–UT-Tyler Partnership Program

The Trustees of Tyler Junior College and the Board of Regents of the University of Texas System approved a Partnership Agreement between Tyler Junior College and The University of Texas at Tyler on August 11, 1994. The Agreement was subsequently approved by the Texas Higher Education Coordinating Board.

The purpose of the agreement, authorized by state law, was to utilize resources of both institutions to maximize higher education access and opportunity for students of the region to participate in a continuous educational experience through which associate, baccalaureate and graduate degrees could be obtained.

Concentration in Agriculture

1. Complete general degree and core requirements.
2. Complete these specific requirements:

Biology (4 credit hours)
From BIOL 1411,1406, 1407, 1413, 2406

Agriculture (12 credit hours)

Mathematics (3 credit hours)

Speech (3 credit hours)
From SPCH 1315, 1311 or 1321

Electives to total 62 hours. Students should check senior college requirements.

Suggested electives from chemistry, agriculture, biology, English, humanities, social science, health and kinesiology.

Concentration in Art

(Suggested for Fine Arts and Commercial Art Majors)

1. Complete general degree and core requirements.
2. Complete these specific requirements:

Art (18 credit hours)
To include 1311, 1312, 1316, 1317, 1303 and 1304

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from art, mathematics, laboratory science, social science, English, humanities, health and kinesiology.

Concentration in Behavioral Science

(Majors in Psychology, Sociology and Social Work)

1. Complete general degree and core requirements.
2. Complete these specific requirements.

Laboratory Science (8 credit hours)

Mathematics or **Mathematics and Computer Science** (6 credit hours)*

Behavioral Science (6 credit hours)
6 hours in psychology for psychology majors or 6 hours in sociology/social work for sociology/social work majors

Student should check senior college requirements.

*Choose six (6) hours of mathematics or three hours of computer science and three hours of college-level mathematics.

Suggested electives from social science, humanities, natural science, health and kinesiology.

Concentration in Business Administration

1. Complete general degree and core requirements.
2. Complete these specific requirements:

Business (14 credit hours)
BUSI 1301, ACCT 2401 & 2402,
BUSI 2302* or approved elective*

Computer Science (3 credit hours)
COSC 1475

Economics (6 credit hours)
ECON 2301, 2302

Humanities/Behavioral Science (3 credit hours)
Speech from the core curriculum may meet this requirement.

Laboratory Science (8 credit hours)
Astronomy, Biology, Chemistry, Geology or Physical Science*

Mathematics (6 credit hours)
MATH 1324 and MATH 1325

**See your program advisor. A four-semester degree plan is available.*

Students who intend to transfer to a university and seek the baccalaureate degree in business administration should consult with a program advisor, inquire of the university course requirements, and plan a degree accordingly.

Concentration in Computer Science

1. Complete general degree and core requirements.
2. Complete these specific requirements:

Computer Science (12 credit hours)
From COSC **1377**, 1416, 1417, **1418**, 1419, **1420**, **1363**, **1432**, **2371**, or ENGR 2304
(Suggested course choices **highlighted.)**

Laboratory Science (4 credit hours)
From *Biology, *Geology, +Chemistry or +Physics

Mathematics (6 credit hours)
From MATH 1314, *1324, *1325, +1316, +2312, +2313, +2314, +2315, +2316

Accounting and/or additional **Laboratory Science** and/or additional **Mathematics** (6/8 credit hours)
From *ACCT 2401, *ACCT 2402 and/or from *Biology, *Geology, +Chemistry or +Physics and/or from +MATH list above or higher level course.

Humanities or **Social Science** or ***Economics** (6 credit hours)

Student should check senior college requirements.

** Recommended for business oriented degree.*
+Recommended for scientific or engineering oriented degree.

Concentration in Engineering

1. Complete general degree and core requirements.
2. Complete these specific requirements:

Mathematics (12 credit hours)
To include MATH 2313, 2314, 2315

Engineering (6 credit hours) ENGR 2301, 2302

Physics (8 credit hours)
From PHYS 2425, 2426 and 2427

Chemistry (4 credit hours) CHEM 1411

Student should check senior college requirements.

Suggested electives from mathematics, laboratory science, humanities, social science, health and kinesiology.

Concentration in Fine Arts

(Speech/Drama/Theatre Arts/Dance/Art/Music)

1. Complete general degree and core requirements.
2. Complete these specific requirements:

Mathematics, Modern Language, Laboratory Science (12 credit hours)

Speech/Drama/Theatre Arts/Dance/Art/Music (15 credit course hours)
From any one area

Student should check senior college requirements.

Suggested electives from humanities, social science, natural science, health and kinesiology.

Concentration in General Studies

1. Complete general degree and core requirements.
2. Complete these specific requirements:

English (6 credit hours) ENGL 1301, 1302

Literature (3 credit hours)

Computer Science (Lab Based)
(3 credit hours)

History (6 credit hours)HIST 1301, 1302)

Government (6 credit hours) GOVT 2305, 2306

Mathematics (College Level) (3 credit hours)

Science and/or Foreign Language
(8 credit hours)

Speech (3 credit hours)

Physical Education (2 credit hours)
PHED 1101 and one additional health and kinesiology activity course.

Students who intend to transfer to a university and seek the baccalaureate degree should consult with a school counselor, inquire of the receiving university's course requirements and develop a degree plan accordingly.

Concentration in Health and Kinesiology

1. Complete general degree and core requirements (40 credit hours).
2. Complete specific requirements according to the options indicated below:

Athletic Trainer Option

Psychology (PSYC 1301) (3 credit hours)
Mathematics (3 credit hours above MATH 1314) (3 credit hours)
Nutrition (HOEC 1322) (3 credit hours)
Health and Kinesiology (PHED 1306, 1102, 1304, or 1305, 1103, 2101, 2102, and KINE 2376) (13 credit hours)
Total Credit Hours—62

Health Studies Option

Mathematics (3 hours above MATH 1314) (3 credit hours)
Humanities (3 hour elective) (3 semester hours)
Sociology (3 hour elective)
Elective (1 hour free elective)
Health and Kinesiology (PHED 1304, 1305, 1306 or 1346 or HLST 1370, PHED 1346, HLST 2306 or 1370 (12 credit hours)
Total Credit Hours—62

Kinesiology Option

Mathematics (3 hours above MATH 1314) (3 credit hours)
Humanities (3 hour elective)
Sociology (3 hour elective)
Health and Kinesiology (PHED 1301, 1308, 1304 or 1305, 1306 or 1346, and two additional activity courses) (14 credit hours)
Total Credit Hours—63

Concentration in Home Economics

1. Complete general degree and core requirements.
2. Complete these specific requirements:

Home Economics (12 credit hours)

Mathematics, Laboratory Science or **Modern Language** (6 credit hours)

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from social science, laboratory science, humanities, home economics, health and kinesiology.

Concentration in Horticulture

1. Complete general degree and core requirements.
2. Complete these specific requirements:

Biology BIOL 1411, 2471 (8 credit hours)

Agriculture (12 credit hours)
To include AGRI 1315, 1413, 1407

Computer Science COSC 1307
(3 credit hours)

See your program advisor. A four-semester degree plan is available.

Concentration in Industrial Technology

(Options in Industrial Technology, Industrial Safety, Industrial Distribution, Trades and Industries Education, Technical Professions Education or Industrial Technology Education)

Industrial Technology focuses on supervision, administration, and other leadership positions in industrial production.

Industrial Safety emphasizes the field of loss management and the procedures for controlling the industrial environment through safety principles, practices and laws.

Industrial Distribution stresses required skills in purchasing, selling, installing, servicing, storing, and transporting industrial products.

Trades and Industries Education stresses technical knowledge and related industrial information for the purpose of teaching.

Technical Professions Education encompasses a wide variety of post-secondary technical programs which require a high degree of technical information.

1. Complete general degree and core requirements (40 credit hours).
2. Complete these specific requirements:

a. Additional general degree requirements: ARTS 1301 (or DRAM 1310 or MUSI 1306). CHEM 1405, ENGL 2332 (or ENGL 2333), MATH 1316, PHYS 1401 (17 credit hours)

b. Technology courses:

Industrial Distribution Option: BUSI 1301, CADD 1331, COSC 1306, ELEC 1370, 1371, 2370, ELTE 2344, WELD 1421.

Industrial Safety Option: ENGR 1304, FIRE 1316, 2312, 2313, 2314, 2324, GRAA 1301, INCM 1302.

Industrial Technology Option: CADD 1331, COSC 1306, ELEC 1370, 1371, 2370, 2344, ENGR 1304, WELD 1421.

Trades and Industries Education or Technical Professions Education Options: eight courses in a specific technical area.

Industrial Technology Education focuses on the requirements of teaching technology systems in secondary schools. This option provides insight into our industrial society through laboratory experiences and professional development courses.

1. Complete general degree and core requirements (22 credit hours).
2. Complete these specific requirements:

a. Additional general degree requirements: CHEM 1405, ENGL 2332, 2333, MATH 1316, PHYS 1401.

b. Technology courses: CADD 1331, ENGR 1304, ELEC 1370, 1371, GRAA 1301, INCM 2301, PLAS 1301, SPCH 1370.

Tyler Junior College and The University of Texas at Tyler have articulated this program for the most efficient transfer into the above listed options in the Technology Department at UTT. Students should consult with their faculty advisor regarding specific four-year degree plan.

Concentration in Interdisciplinary Studies

(Recommended for those students seeking teacher certification)

1. Complete general degree and core requirements.
2. Complete these specific requirements:

Mathematics, Modern Language, Computer Science, Laboratory Science
(4) Courses to total at least 12 hours

Humanities, Social Science, Fine Arts
(6 credit hours)

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from social science, humanities, natural science, health and kinesiology. Natural sciences BIOL 1411 or 2406, GEOL 1403 or 1404.

Concentration in Journalism

(Advertising, Broadcast News, Magazine Journalism, News/Public Affairs Reporting, Photojournalism, Public Relations, Radio, Television, Film)

1. Complete general degree and core requirements.
2. Complete these specific requirements:

Journalism (12 credit hours)
To include COMM 2311, 2315 and 2309.

Mathematics, Laboratory Science or **Modern Language** (12 credit hours)

Humanities, Social Science, Fine Arts
(6 credit hours)

Student should check senior college requirements

Suggested electives from humanities, laboratory science, social science, mathematics, health and kinesiology.

Concentration in Liberal Arts

(Majors in History, Modern Language, Government, Economics, Literature and Pre-Law)

1. Complete general degree and core requirements.
2. Complete these specific requirements:

Humanities, Social Science, Fine Arts
(12 credit hours) History majors must take HIST 2311 and 2312.

Modern Language, Laboratory Science or **Mathematics** (6 credit hours)

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from humanities, social science, laboratory science, mathematics, health and kinesiology.

Concentration in Mathematics

1. Complete general degree and core requirements.
2. Complete these specific requirements:

Mathematics (15 credit hours)
To include MATH 2313, 2314, 2315

Laboratory Science (8 credit hours)

***Computer Science** (3 credit hours)
From ENGR 2304 or COSC 1318 or 1320 or 1316 or 1317

Student should check senior college requirements.

Suggested electives from English, mathematics, natural science, social science, modern language, health and kinesiology.

**See the catalog of the senior college of your choice.*

Concentration in Music

1. Complete general degree and core requirements.
2. Complete these specific requirements:

Music (35 credit hours)
including (12) Theory-MUSI 1311, 1312, 2311, 2312
(4) Sight Singing and Ear Training-MUSI 1116, 1117, 2116, 2118
(12) Private lessons (instrument and/or voice)
(4) Ensemble (band, choir, etc.)
(3) Literature-MUSI 1308 or MUSI 1309 (must be taken during freshman year)

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from English, mathematics, natural science, humanities, social science, health, kinesiology and modern language.

Concentration in Natural Sciences

(Majors in Biology, Chemistry, Environmental Science, Geology, Physics, Pre-Medicine, Pre-Dental, Pre-Pharmacy, Pre-Physical Therapy, Pre-Veterinary Medicine, Pre-BSN Nursing)

1. Complete general degree and core requirements.
2. Complete these specific requirements:

Required Courses for Natural Science Degrees
Chemistry (8 credit hours) CHEM 1411, 1412
Mathematics (See Natural Science Degrees below)

Required Concentration for Specific Degrees in Natural Sciences

Biology Concentration
(8 credit hours) BIOL1406, 1407
Choose two biology courses from
BIOL 2413, 2416, 2417, 2421, 2471
(8 credit hours)
MATH 2312, 1316 (6 credit hours)

Chemistry Concentration
CHEM 2423, 2425 (8 credit hours)
MATH 2313, 2314 (6 credit hours)

Environmental Science Concentration
BIOL 1411, 1413, 2406
(12 credit hours)
FRMG 1401 (4 credit hous)
MATH 1314, 1316 (6 credit hours)

Geology Concentration
GEOL 1403, 1404 (8 credit hours)
MATH 1316, 2313 (6 credit hours)

Physics Concentration
PHYS 2425, 2426 (8 credit hours)
MATH 2313, 2314 (6 credit hours)

Pre-BSN Concentration
BIOL 2401, 2402, 2420 (12 credit hours)
Mathematics: Pre-BSN students may substitute 3 hours of computer science and 3 hours of additional science for the 6 hours of mathematics requirements.

Pre-Medicine, Pre-Dental, Pre-Pharmacy, Pre-Physical Therapy*, Pre-Veterinary Medicine Concentration:
BIOL 1406, 1407 (8 credit hours)
CHEM 2423, 2425
MATH (See Medical Advisor)

3. Electives to total 62 hours. Students should check with a faculty advisor in natural sciences to complete a degree plan for transferability.
4. Suggested electives: See advisor

**See Medical/Advisor for chemistry requirement*

Concentration in Speech/Theatre

1. Complete general degree and core requirements.
2. Complete these specific requirements:

Speech/Theatre (15 credit hours)
To include:
1. SPCH 1342 or DRAM 2336
(Choice of major determines course selection. Theatre majors will take DRAM 2336. Speech Communication majors take SPCH 1342. Students taking both Speech and Theatre concentration may choose either. Cannot take both for credit.)
2. SPCH 2341 (for Speech majors)

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from speech, theatre, humanities, social science, and fine arts.

Associate in Applied Science Degree

The associate in applied science degree combines general liberal arts courses with specialized, technical courses. Tyler Junior College offers the associate in applied science degree to students completing those courses in the following programs:

Air Conditioning and Refrigeration
Associate Degree Nursing
Business Management
Child Development
Commercial Art
Computer-Aided Drafting & Design
Computer Science
  Application Programming
  Networking Technologies
Criminal Justice
Dental Hygiene
Diagnostic Medical Sonography
Electronics Technology
Emergency Medical Technology
Farm and Ranch Management
Fire Protection Technology
Graphic Arts
Human Services
  (Substance Abuse Counselors Option)
Interpreter Training (Sign Language)
Legal Assistant
Medical Laboratory Technician
Medical Record Technology
Microcomputer Service
Office Technology
Optician Technology
Radiologic Technology
Recreation Leadership-Tennis Teaching
Respiratory Therapy
Surveying and Mapping Technology
Welding

Health science students should check specific graduation requirements for their program.

Advanced Certificates

Critical Care Nursing
Diagnostic Medical Sonography

Proficiency Certificates

Students completing with a minimum of a "C" average all courses in their major in the following degree plans are awarded certificates of proficiency:

Recreation: Tennis Teaching

Designated certificate programs are:

Air Conditioning and Refrigeration
Business Management
Child Development
Commercial Art
Computer-Aided Drafting & Design
Computer Information Systems
  Management
Computer Information Systems
  Applications
Criminal Justice–
  Law Enforcement Option
Critical Care Nursing
Diagnostic Medical Sonography
Emergency Medical Technology
  (Paramedic)
Farm and Ranch Management
Fire Protection Technology
Graphic Arts
Human Services
  (Substance Abuse Counselors Option)
Interpreter Training (Sign Language)
Medical Office Management
Medical Record Technology
Microcomputer Service
Office Technology
Optician Technology
Photography
Recreation Leadership:
  Tennis Teaching
Surveying and Mapping Technology
Welding

In the following health science programs, Certificates of Proficiency will be awarded provided each required course is completed with a minimum grade of "C."

Respiratory Therapy
Vocational Nursing

Certificates of Completion

Students completing with a minimum of a "C" in each required course will receive a certificate of completion in:

Emergency Medical Technology, Basic
Emergency Medical Technology,
  Intermediate
Welding, SMAW Structural
Welding, GMAW Wire

Air Conditioning and Refrigeration Curriculum 7221

First Year

Semester I

AIRC 1300 Introduction to AC and Refrigeration
AIRC 1301 Fundamentals of Refrigeration
AIRC 1311 Fundamentals of Electricity
AIRC 1313 Air Conditioning Welding Procedures
ENGL 1301 Composition and Rhetoric*
TMTH 1301 Applied Mathematics*

Semester II

AIRC 1323 Automatic Controls I
INCM 1401 Industrial Blueprint Reading
AIRC 2326 Major Appliances II
AIRC 2307 Sheetmetal
AIRC 1321 Commercial Refrigeration I
PHED 1101 Physical Fitness and Health Concepts

Second Year

Semester III

AIRC 2301 Heating
AIRC 2302 Automatic Controls II
AIRC 2322 Heat Pumps
AIRC 2328 Commercial Refrigeration II
COSC 1307 Computer Literacy
SOCI 1301 Introduction to Sociology*

Semester IV

AIRC 2321 Installation and Maintenance of Air Conditioning Systems
AIRC 2325 System Troubleshooting
AIRC 2303 Air Conditioning Systems Design
AIRC 2304 Practicum
SPCH 1321 Business and Professional Speaking*
General Education Elective*

Total Semester Hours—71

**Represents 15 hours of general education requirement.*

(Certificate of Proficiency 7221A)

First Year

Semester I

AIRC 1300 Introduction to AC and Refrigeration
AIRC 1301 Fundamentals of Refrigeration
AIRC 1311 Fundamentals of Electricity
AIRC 1313 Air Conditioning Welding Procedures

Semester II

AIRC 1323 Automatic Controls I
INCM 1401 Industrial Blueprint Reading
AIRC 2307 Sheetmetal

Second Year

Semester III

AIRC 2302 Automatic Controls II
AIRC 2301 Heating
AIRC 2322 Heat Pumps

Semester IV

AIRC 2321 Installation & Maintenance of Air Conditioning (Capstone)
AIRC 2325 System Troubleshooting
AIRC 2303 Air Conditioning Systems Design

Total Semester Hours—40

(Certificate of Proficiency, Commercial Refrigeration)

Semester I

AIRC 1300 Introduction to AC and Refrigeration
AIRC 1301 Fundamentals of Refrigeration
AIRC 1311 Fundamentals of Electricity
AIRC 1313 Air Conditioning Welding Procedures

Semester II

AIRC 1323 Automatic Controls I
INCM 1401 Industrial Blueprint Reading
AIRC 1321 Commercial Refrigeration I
AIRC 2328 Commercial Refrigeration II (Capstone)

Total Semester Hours—25

(Certificate of Proficiency, Major Home Appliances)

Semester I

AIRC 1300 Introduction to AC and Refrigeration
AIRC 1301 Fundamentals of Refrigeration
AIRC 1311 Fundamentals of Electricity
AIRC 1313 Air Conditioning Welding Procedures

Semester II

AIRC 1323 Automatic Controls I
INCM 1401 Industrial Blueprint Reading
AIRC 2324 Major Home Appliances I
AIRC 2326 Major Home Appliances II (Capstone)

Total Semester Hours—25

Business Management Curriculum 5822

(Core Curriculum)

First Year

Semester I

BUSI 1301 Introduction to Business
BUSI 1371 Elementary Accounting I
MGMT 1302 Organizational Behavior
COSC 1475 Business Information Systems
ENGL 1301 Composition and Rhetoric
PHED 1101 Physical Fitness and Health Concepts

Semester II

BUSI 1372 Elementary Accounting II*
or
MGMT 1301 Principles of Management I**
ENGL 1302 Composition and Rhetoric
MATH College Algebra or Modern Math I
OFFT 1322 Business Communications
SPCH 1321 Business and Professional Speaking

**For the student in the Business option.*
***For the student in the Management option.*

(Business Option)

Second Year

Semester III

BUSI 2350 Business Financial Operations
BUSI 2380 Management Development Sem. I
MGMT 2350 Ethics in Business and Management
COSC 2307 Advanced Software Applications
ECON 2302 Principles of Economics II–Micro
Approved Elective*

Semester IV

BUSI 2390 Capstone
BUSI 2302 Legal Environment of Business
BUSI 2360 Professional Skills
MGMT 2323 Human Resource Management
Free Elective

Total Semester Hours—65

** Approved Electives: BUSI 2372, 2385, 2386, 2387; COSC 2372, GEOG 1303; GRAA 1308; OFFT 2326, 2338; MATH 1333; MGMT 1303, 1312, 2322, 2385.*

(Management Option)

Second Year

Semester III

MGMT 2322 Small Business Management
MGMT 2350 Ethics in Business & Management
MGMT 2380 Management Development Sem. I
MGMT 2385 Special Topics in Management
ECON 2302 Principles of Economics II–Micro
Approved Elective*

Semester IV

MGMT 2390 Capstone
MGMT 2323 Human Resource Management
BUSI 2302 Legal Environment of Business
BUSI 2360 Professional Skills
Free Elective

Total Semester Hours—65

** Approved Electives: MGMT 1312, 2372, 2381, 2386, 2387; BUSI 2350, 2351; COSC 1371, 2307, 2372; GRAA 1308; OFFT 2338; MATH 1333.*

(Retailing Option)

Second Year

Semester III

ECON 2302 Principles of Economics II-Micro
MGMT 2384 Retail Merchandising
MGMT 2324 Personal Selling and Advertising
MGMT 2350 Ethics in Business and Management
MGMT 2380 Management Development Seminar I

Semester IV

MGMT 2321 Merchandising Management
BUSI 2360 Professional Skills
MGMT 2323 Human Resource Management
BUSI 2302 Legal Environment of Business
MGMT 2390 Capstone
Approved Elective

Total Semester Hours—65

Electives: MGMT 1312, 2372, 2381, 2386, 2387; BUSI 2350, 2351; COSC 1371, 2307, 2372; GRAA 1308; OFFT 2338; MATH 1333.

(Designated Retailing Certificate 5822G)

Semester I

MGMT 1301 Principles of Management I
MGMT 1302 Organizational Behavior
MGMT 2384 Retail Merchandising
MGMT 2324 Personal Selling
MGMT 2350 Business Ethics

Semester II

BUSI 2360 Professional Skills
MGMT 2380 Management Development Seminar
MGMT 2321 Merchandising Management
MGMT 2323 Human Resource Management
COSC 1475 Business Applications

Total Semester Hours—31

(Designated Business Certificate 5822E)

Semester I

BUSI 1301 Introduction to Business
BUSI 1371 Elementary Accounting I
BUSI 2380 Management Development Sem. I
COSC 1475 Business Information Systems
MGMT 1302 Organizational Behavior

Semester II

BUSI 1372 Elementary Accounting II
BUSI 2302 Legal Environment of Business
BUSI 2360 Professional Skills
OFFT 1322 Business Communications
SPCH 1321 Business and Professional Speaking

Total Semester Hours—31

(Designated Management Certificate 5822F)

Semester I

BUSI 1301 Introduction to Business
MGMT 1301 Principles of Management I
MGMT 1302 Organizational Behavior
MGMT 2380 Management Development Sem. I
COSC 1475 Business Information Systems

Semester II

MGMT 2322 Small Business Management
MGMT 2323 Human Resource Management
BUSI 2302 Legal Environment of Business
BUSI 2360 Professional Skills
OFFT 1322 Business Communications

Total Semester Hours—31

Child Development Curriculum 5222

First Year

Semester I

CHID 1311 Introduction to Child Development
CHID 1312 Survey of Child Care Management
CHID 1313 Curriculum and Materials in the Child Care Facility
CHID 1314 Health Care and Safety
COSC 1307 Computer Literacy

Semester II

CHID 1321 The Family and the Community
CHID 1322 Growth and Development in Early Childhood
CHID 1323 Creative Activities
CHID 1324 Child Health and Nutrition
PSYC 2301 Introductory Psychology*

Summer Session I *(5 weeks)*

CHID 1310 Practicum I (Capstone)

Summer Session II *(5 weeks)*

CHID 1320 Practicum II (Capstone)

Second Year

Semester III

CHID 2311 The Special Child
CHID 2312 Preschool Theory and Application
MATH 1332 Introduction to Modern Math I*
ENGL 1301 Composition and Rhetoric*
MGMT 2322 Small Business Management

Semester IV

CHID 2321 Child Care Issues
CHID 2322 Child Care Facility Management
PHED 1101 Physical Fitness and Health Concepts
Speech Elective*
Government Elective*

**Represents 15 hours of general education requirements.*

Total Semester Hours—64

(Certificate of Proficiency)

Semester I

CHID 1311 Introduction to Child Development
CHID 1312 Survey of Child Care Management
CHID 1313 Curriculum and Materials in the Child Care Facility
CHID 1314 Health Care and Safety
COSC 1307 Computer Literacy

Semester II

CHID 1321 The Family and the Community
CHID 1322 Growth and Development in Early Childhood
CHID 1323 Creative Activities
CHID 1324 Child Health and Nutrition
PSYC 2301 Introductory Psychology

Summer Session I *(5 weeks)*

CHID 1310 Practicum I (Capstone)

Summer Session II *(5 weeks)*

CHID 1320 Practicum II (Capstone)

Total Semester Hours—36

(Tech-Prep Enhanced Skills Child Development Certificate)

COSC 1371 DOS/Windows
COSC 1380 Introduction to Networking

Total Semester Hours—6

Computer-Aided Drafting and Design Curriculum 8622

First Year

Semester I

CADD 1311 Mechanical Drawing
CADD 1321 Illustration Drawing
CADD 1431 Introduction to AutoCad
ENGL 1301 Composition and Rhetoric
TMTH 1301 Applied Mathematics or Higher Level Algebra*
PHED 1101 Physical Fitness and Health Concepts

Semester II

CADD 1312 Descriptive Geometry
CADD 1432 Computer-Aided Machine Drafting
CADD 1492 Introduction to Microstation
ENGL 2311 Technical Report Writing
TMTH 1302 Applied Trigonometry or Higher Level Trigonometry

Second Year

Semester III

CADD 2343 Computer-Aided Architectural Drafting
CADD 2383 Computer-Aided Pipe Drafting
CADD 2373 Computer-Aided Structural Drafting
CADD 1362 Computer-Aided Electronics Drafting
SPCH 1321 Business and Professional Speaking

Semester IV

CADD 2424 Map Drafting
CADD 2454 Plane Surveying
CADD 2334 Advanced Computer-Aided Drafting
PHYS 1305 Physics Problems
PHYS 1105 Physics Problems Laboratory
Behavioral/Social Science Elective

Total Semester Hours—67

**Student placement in mathematics classes is based upon the results of tests and subjects completed before admission.*

(Certificate of Proficiency in Computer-Aided Drafting 8622A)

Semester I

CADD 1311 Mechanical Drawing
CADD 1321 Illustration Drawing
CADD 1431 Intro to AutoCad
CADD 1362 Computer-Aided Electronics Drafting
TMTH 1301 Applied Mathematics or Higher Level Algebra

Semester II

CADD 1432 Computer-Aided Machine Drafting
CADD 1492 Introduction to Microstation
CADD 2334 Advanced Computer-Aided Drafting
TMTH 1302 Applied Trigonometry or Higher Level Trigonometry
Computer-Aided Drafting Elective
Computer-Aided Drafting Elective

Total Semester Hours—36

TJC Trivia

Students today should appreciate the current absentee policy as compared to that of 1926, the first year of TJC. For every absence over three per class, one credit hour was subtracted from the student's record and three unexcused tardies counted as one absence.

Computer Science Curriculum 6021

(Certificate of Proficiency, Computer Information Systems Management 6021C)

Semester I

COSC 1475 Business Information Systems
COSC 1371 DOS/Windows
MCRO 1331 Microcomputer Hardware I
COSC 1380 Introduction to Networking
OFFT 1314 Business English
or
ENGL 1301 Composition and Rhetoric

Semester II

BUSI 1371 Elementary Accounting I
COSC 2377 Capstone
COSC 2390 System Analysis
COSC 1482 Network Systems Management II
Approved Computer Science Elective

Total Semester Hours—32

Computer Science Electives: COSC 1310, 1376, 1481, 1484, 2307, 2373, 2472.
Special Topics: (COSC 1360, 1361, 2360, 2361.) (COSC 1481 and 1484 may be substituted for COSC 1482)

(Certificate of Proficiency, Computer Information Systems Applications 6021B)

Semester I

COSC 1475 Business Information Systems
COSC 1371 DOS/Windows
MCRO 1331 Microcomputer Hardware I
COSC 2376 Capstone
1 Approved Computer Application Class**

Total Semester Hours—16

*** Suggested Courses: BUSI 1372, 2370; ACCT 2401; CADD 1331; COSC 1310, 1376, 1481, 1482, 1484, 2307, 2373, 2472; GRAA 1308, 1328, 2328; OFFT 2311, 2326, 2338.*

(Associate in Applied Science Degree, Application Programming Option 6021A)

First Year

Semester I

COSC 1475 Business Information Systems**
or
COSC 1307 Computer Literacy
COSC 1377 Introduction to Computer Prog. Logic
COSC 1371 DOS/Windows
BUSI 1371 Elementary Accounting I***
ENGL 1301 Composition and Rhetoric
PHED 1101 Physical Fitness and Health Concepts

Semester II

COSC 1418 Computer Programming: PASCAL
or
COSC 1416 Computer Prog. BASIC
COSC 1432 Computer Programming: COBOL
COSC 1379 Telecommunications
COSC 1362 Adv. Operating Systems/Windows
BUSI 1372 Elementary Accounting II**
ENGL 2311 Technical Report Writing
or
ENGL 1302 Composition and Rhetoric

Second Year

Semester III

Computer Programming Language Elective***
COSC 2390 Systems Analysis
MATH 1314 College Algebra or Higher Level Math
Computer Science Elective
SPCH 1321 Business and Professional Speaking
or
SPCH 1311 Intro to Speech Communication

Semester IV

Computer Programming Language Elective****
COSC 2373 Current Computer Science Topics
COSC 2374 Capstone
MGMT 1305 Ethics in Business & Management
Social/Behavioral Science Elective

Total Semester Hours—69/68

*** COSC 1475 is a prerequisite to ACCT 2401.*

**** ACCT 2401 may replace both BUSI 1371 and BUSI 1372. See your faculty advisor.*

***** Programming Language Electives: COSC 1363, 1416, 1417, 1418, 1419, 1420, 1432, , 2332, 2371 (see your faculty advisor). Computer Science Electives: COSC 1373, 1376, 1378, 1416, 1419, 1420,1432, 1475, 1481, 1482, 1484, 2307, 2332, 2370, 2371, 2373, 2472; MCRO 1331. Special Topics: (COSC 1360, 1361, 2360, 2361.) (See your faculty advisor)*

(Networking Technologies Option—6021D)

Prerequisite to First Year

COSC 1380 Introduction to Networking (Must be taken prior to COSC 1381)

Summer Sessions

COSC 1377 Computer Programming Logic
COSC 1371 DOS/Windows

First Year

Semester I (Fall)

COSC 1481 Network Systems Management I
COSC 1418 Computer Programming: PASCAL
or
COSC 1416 Computer Prog: BASIC
MCRO 1331 Microcomputer Hardware I
COSC 1383 Network Technology
MGMT 2350 Ethics in Business Management

Semester II (Spring)

COSC 2485 Advanced Networking
COSC 1420 Computer Programming
SPCH 1321 Business & Professional Speaking
MATH 1314 College Algebra or Higher Level Math
Computer Science Elective

Second Year

Semester III (Fall)

COSC 2489 Network Connectivity
COSC 2390 Systems Analysis
COSC 1362 Advance Operating Systems
PHED 1101 Physical Fitness and Health Concepts
ENGL 1301 Composition and Rhetoric

Semester IV (Spring)

COSC 2487 Network Maintenance
ENGL 2311 Technical Report Writing
or
ENGL 1302 Composition and Rhetoric
COSC 2378 Capstone
Social/Behavioral Science Elective

Total Semester Hours—71

Computer Science Electives: COSC 1363, 1376, 1378, 1416, 1419, 1420, 1432, 1475, 1482, 1484, 2307, 2332, 2370, 2371, 2472. Special Topics: (COSC 1360, 1361, 2360, 2361). (See your faculty advisor)

Other Degree Requirements:

1. Software application experience equivalent to COSC 1307 is required to apply for entry into this degree program.
2. To remain **active in the program** students must receive a grade of at least a **"C"** in each of the required networking courses. A grade below a **"C"** in a required networking course **will prevent that student from taking any further required networking courses until that course is successfully completed**. Other courses may be taken, however. **Required networking courses include: COSC 1380, 1383, 1481, 2485, 2487 and 2489.**

Criminal Justice Curriculum 7021

(Law Enforcement Option)

First Year

Semester I

ENGL 1301 Composition and Rhetoric
HIST 1301 History of the United States
CRIJ 1301 Introduction to Criminal Justice*
CRIJ 2328 Police Systems and Practices*
CRIJ 1307 Crime in America*
PHED 1101 Physical Fitness and Health Concepts

Semester II

ENGL 1302 Composition and Rhetoric
HIST 1302 History of the United States
SPCH 1321 Business and Professional Speaking
CRIJ 1306 The Courts and Criminal Procedure*
CRIJ 1310 Fundamentals of Criminal Law*
CRIJ 2434 Texas Peace Office Procedures*

Second Year

Semester III

GOVT 2305 American Government
TMTH 1301 Applied Mathematics
or Higher Level Mathematics
CRIJ 2314 Criminal Investigation*
CRIJ 2323 Legal Aspects of Law Enforcement*
CRIJ 2433 Texas Peace Officer Law*
Social/Behavioral Science Elective

Semester IV

GOVT 2306 American State Government
CRIJ 2535 Texas Peace Officer Skills*
CRIJ 2337 Criminal Justice Practicum
or
CRIJ 2338 Capstone Experience
CRIJ 2336 Criminalistics
COSC 1475 Business Information Systems

Total Semester Hours—72

Criminal Justice Electives: CRIJ 1318, 1320, 1321, 1322, 2301, 2313, 2316, 2331.

** Core Curriculum required for Law Enforcement Officer by Texas Commission on Law Enforcement Officer Standards and Education.*

(Corrections Option 7021A)

First Year

Semester I

ENGL 1301 Composition and Rhetoric
HIST 1301 History of the United States
CRIJ 1301 Introduction to Criminal Justice*
CRIJ 2328 Police Systems and Practices*
CRIJ 1307 Crime in America*
PHED 1101 Physical Fitness and Health Concepts

Semester II

ENGL 1302 Composition and Rhetoric
HIST 1302 History of the United States
SPCH 1321 Business and Professional Speaking
CRIJ 1306 The Courts and Criminal Procedure*
CRIJ 1310 Fundamentals of Criminal Law*
CRIJ 1321 Probation and Parole*

Second Year

Semester III

GOVT 2305 American Government
TMTH 1301 Applied Mathematics
or Higher Level Math
PSYC 2301 Introductory Psychology
CRIJ 2314 Criminal Investigation
CRIJ 1320 Juvenile Law and Procedures
CRIJ 2323 Legal Aspects of Law Enforcement

Semester IV

GOVT 2306 American State Government
SOCI 1306 Social Problems
CRIJ 2337 Criminal Justice Practicum
or
CRIJ 2338 Capstone Experience
CRIJ 2313 Correctional Systems and Practice*
CRIJ 2301 Community Resources in Corrections*
COSC 1475 Business Information Systems

Total Semester Hours—71

Criminal Justice Electives: CRIJ 1318, 1322, 2316, 2331, 2333, 2336.

** Core Curriculum required for Law Enforcement Officer by Texas Commission on Law Enforcement Officer Standards and Education.*

(Certificate of Proficiency, Law Enforcement Option 7021B)

Semester I

CRIJ 1301 Introduction to Criminal Justice
CRIJ 2328 Police Systems and Practices
CRIJ 1307 Crime in America
CRIJ 2433 Texas Peace Officer Law
CRIJ 1306 Courts and Criminal Procedure
ENGL 1301 Composition and Rhetoric

Semester II

CRIJ 2314 Criminal Investigation
CRIJ 2323 Legal Aspects of Law Enforcement
CRIJ 2434 Texas Peace Officer Procedures
CRIJ 1310 Fundamentals of Criminal Law
CRIJ 2535 Texas Peace Officer Skills
CRIJ 2338 Capstone Experience

Total Semester Hours—40

Dental Hygiene Curriculum 8034

First Year

Summer Session I

BIOL 2401 Anatomy and Physiology

Summer Session II

BIOL 2402 Anatomy and Physiology
DENH 1100 Introduction to Dental Hygiene

Semester I

DENH 1411 Dental Hygiene Radiography
DENH 1412 Oral Anatomy and Physiology
DENH 1313 Dental Hygiene Clinic I
DENH 1314 Oral Histology and Embryology
BIOL 2420 Microbiology

Semester II

DENH 1121 Dental Materials
DENH 1222 Pathology
DENH 1223 Oral Pathology
DENH 1424 Dental Hygiene Clinic II
CHEM 1305 Elementary Chemistry
ENGL 1301 Composition and Rhetoric

Summer Session II—Second Year

DENH 2242 Periodontology *(8 weeks)*

Second Year

Semester III

DENH 2231 Pharmacology
DENH 2234 Community Dental Health I
DENH 2433 Dental Hygiene Clinic III
SPCH 1321 Business and Professional Speaking
Sociology Elective (3 hours)*
PHED 1101 Physical Fitness and Health Concepts

Semester IV

DENH 2132 Clinical Nutrition
DENH 2443 Dental Hygiene Clinic IV
DENH 2244 Community Dental Health II
COSC 1307 Computer Literacy
Psychology Elective (3 hours)**

Total Semester Hours—72

**Sociology Elective: Any 3 hour sociology course listed in TJC College Catalog.*
***Psychology Elective: Any 3 hour psychology course listed in TJC College Catalog.*

Diagnostic Medical Sonography Curriculum

(Advanced Certificate Option 8048A)*

Semester I *(16 weeks)*

DMST 1322 Sonography Physics I
DMST 1402 Abdominal Ultrasound
DMST 1501 Clinical Education I

Semester II *(18 weeks)*

DMST 1323 Sonography Physics II
DMST 1421 OB/GYN Ultrasound
DMST 1502 Clinical Education II

Semester III *(14 weeks)*

DMST 1531 Special Studies in Ultrasound
DMST 1232 Ultrasound Seminar
DMST 1503 Clinical Education III

Total Semester Hours—36

**Must hold an Allied Health Professional License or a B.S. in a science discipline to apply.*

Diagnostic Medical Sonography Curriculum

(Associate in Applied Science Option 8048)

First Year

Semester I

MATH 1314 College Algebra
ENGL 1301 Composition and Rhetoric
COSC 1307 Computer Literacy*
MEDR 1301 Medical Terminology
BIOL 2401 Anatomy and Physiology

Semester II

PHED 1101 Health Concepts
DMST 1301 Methods of Patient Care
MEDR 1321 Medical Terminology II
SPCH 1321 Business and Professional Speaking
BIOL 2402 Anatomy and Physiology
Social/Behavioral Science Elective

NOTE: All prerequisites must be completed by the end of the spring semester before applying for the second year of the DMST program.

Second Year

Semester III *(16 weeks)*

DMST 1322 Sonography Physics I
DMST 1402 Abdominal Ultrasound
DMST 1501 Clinical Education I

Semester IV *(18 weeks)*

DMST 1323 Sonography Physics II
DMST 1421 OB/GYN Ultrasound
DMST 1502 Clinical Education II

Summer Session *(14 weeks)*

DMST 1531 Special Studies in Ultrasound
DMST 1232 Ultrasound Seminar
DMST 1503 Clinical Education III

Total Semester Hours—69

**Or any "hands-on" computer class.*

(Tech-Prep Enhanced Skills Diagnostic Medical Sonography Certificate)

COSC 1375 Business Information System
MGMT 2323 Human Resource Management

Total Semester Hours—6

Drafting *(See Computer-Aided Drafting)*

Electronics Technology Curriculum 8824

(Also see Microcomputer Service)

First Year

Semester I

ELTE 1311 DC and AC Circuit Analysis
ELTE 1321 Digital Logic Circuit Analysis
ELTE 1351 Essential Electronics Skills
ENGL 1301 Composition and Rhetoric
TMTH 1301 Applied Mathematics
OR Higher Level Algebra
PHED 1101 Physical Fitness and Health Concepts

Semester II

ELTE 1312 Semiconductor and Microelectronic Devices
ELTE 1322 Digital Systems and Microprocessors
COSC 1310 Introduction to Programming for Non-Programming Majors
ELTE 1342 Industrial Electronics and Process Control
ENGL 2311 Technical Report Writing
TMTH 1302 Applied Trigonometry
OR Higher Level Trigonometry

Second Year

Semester III

ELTE 2333 Microprocessor System Architecture
ELTE 2343 Industrial Automation
ELTE 2313 Electronic Communications
ELTE 2323 Assembly Language Programming for Microprocessors
CADD 1362 Computer-Aided Electronics Drafting
Social/Behavioral Science Elective

Semester IV

ELTE 2334 Microprocessor Interfacing
ELTE 2344 Industrial Robotics
ELTE 2314 Telecommunications
ELTE 2354 Electronics Practicum
PHYS 1305 Physics Problems
PHYS 1105 Physics Problems Laboratory
SPCH 1321 Business and Professional Speaking

Total Semester Hours—71

Emergency Medical Technology Curriculum

(Paramedic Option 8040)

First Year

Semester I

EMMT 1110 Clinical Practice I
EMMT 1510 Emergency Medical Procedures I
MEDR 1301 Medical Terminology
CHEM 1305 Elementary Chemistry
BIOL 2401 Anatomy and Physiology
PHED 1101 Physical Fitness and Health Concepts

Semester II

EMMT 1120 Practicum II
EMMT 1320 Mathematics for EMT
EMMT 1520 Emergency Medical Procedures II
BIOL 2402 Anatomy and Physiology
ENGL 1301 Composition and Rhetoric

Second Year

Semester III

EMMT 2210 Practicum III
EMMT 2510 Emergency Medical Procedures III
PSYC 2301 Introductory Psychology
SPCH 1321 Business and Professional Speaking
MGMT 1301 Principles of Management

Semester IV

EMMT 2220 Practicum IV
EMMT 2520 Emergency Medical Procedures IV
COSC 1307 Computer Literacy
SOCI 2370 Medical Sociology
Elective*

Total Semester Hours—61

Special admission rules apply to this program. Also, there are special retention rules for each semester. See program director for details.

NOTE: All Emergency Medical Technology courses must be taken in sequential order.

**Conversational Spanish, SPAN 1300, is a suggested elective. In selected cases, EMMT 2320 and 2411 may be approved as an elective. HLST 1370, Introduction to the Health Professions, is also suggested.*

(EMMT Certificates of Completion)

Basic Certificate 8040A

EMMT 1110 Clinical Practice I
EMMT 1410 Emergency Medical Procedures I

After successfully completing these courses, students are eligible to take the state examination for certification as an Emergency Medical Technician by the Texas Department of Health.

Total Semester Hours—5

EMMT Intermediate Certificate 8040B

(Prerequisite: Must have completed EMMT 1110 and 1410)

EMMT 1110 Clinical Practice I
EMMT 1410 Emergency Medical Procedures I
EMMT 1120 Clinical Practice II
EMMT 1420 Emergency Medical Procedures II

After successfully completing these courses, students are eligible to take the state examination for certification as an Emergency Medical Technician-Intermediate by the Texas Department of Health.

Total Semester Hours—10

EMMT Paramedic Certificate 8040C

(Prerequisite: Must be certified as EMT-Intermediate)

EMMT 2210 Clinical Practice III
EMMT 2410 Emergency Medical Procedures III
EMMT 2220 Clinical Practice IV
EMMT 2420 Emergency Medical Procedures IV

After successfully completing these courses, students are eligible to take the state examination for certification as an Emergency Medical Technician-Paramedic by the Texas Department of Health.

Note: Special admission and retention rules apply to the Basic, Intermediate and Paramedic Certificate Programs. See program director for details.

Total Semester Hours—12

Farm and Ranch Management Curriculum 5025

First Year

Semester I

FRMG 1401 Principles of Soil Management
FRMG 1303 Farm Buildings and Construction
FRMG 1321 Agriculture Economics and Finance
FRMG 1403 Principles of Agriculture Marketing
ENGL 1301 Composition and Rhetoric *

Semester II

FRMG 1402 Principles of Animal Husbandry
FRMG 1322 Farm Power Machinery
FRMG 1323 Principles of Feed Production
ENGL 2311 Technical Report Writing*
AGRI 1309 Computers in Agriculture
PHED 1101 Physical Fitness and Health Concepts

Summer Session I

FRMG 1230 Practicum *(6 weeks)*

Second Year

Semester III

FRMG 2401 Livestock Rations and Application
FRMG 2410 Farm Shop
FRMG 2402 Animal Health
College Level Mathematics*
Social/Behavioral Science Elective*

Semester IV

FRMG 2321 Farm and Ranch Records
FRMG 2422 Principles of Beef Cattle Production
FRMG 2424 Principles of Livestock Reproduction
FRMG 2325 Farm Shop II
FRMG 2180 Capstone
SPCH 1321 Business and Professional Speaking*

**Represents 15 hours of general education requirements.*

Total Semester Hours—72

**Students who complete all FRMG classes with at least a "C" can be awarded a Certificate of Proficiency.*

(Certificate of Proficiency)

Semester I

FRMG 1401 Principles of Soil Management
FRMG 1321 Agriculture Economics and Finance
FRMG 1402 Principles of Animal Husbandry
FRMG 1323 Principles of Feed Production
AGRI 1309 Computers in Agriculture

Semester II

FRMG 2401 Livestock Rations and Application
FRMG 2410 Farm Shop
FRMG 2321 Farm and Ranch Records
FRMG 2424 Principles of Livestock Reproduction
FRMG 2325 Farm Shop II
FRMG 2180 Capstone

Summer Session

FRMG 1230 Practicum *(6 weeks)*

Total Semester Hours—38

Fire Protection Technology Curriculum 6821

First Year

Semester I

FIRE 1311 Fundamentals of Fire Protection
FIRE 1312 Industrial Fire Protection I
FIRE 1309 Fire Science Chemistry I
ENGL 1301 Composition and Rhetoric
TMTH 1301 Applied Mathematics*
COSC 1475 Business InformationSystems
or
COSC 1376 Spreadsheets for Business

Semester II

FIRE 1323 Fire Protection Systems
FIRE 1324 Fire Prevention
FIRE 1322 Industrial Fire Protection II
FIRE 1329 Fire Science Chemistry II
SPCH 1321 Business and Professional Speaking
PHED 1101 Physical Fitness and Health Concepts

Second Year

Semester III

FIRE 2311 Fire Administration I
FIRE 2312 Building Codes and Construction
FIRE 2313 Fire and Arson Investigation
ENGL 2311 Technical Report Writing
GOVT 2306 American State Government
Behavioral/Social Science Elective

Semester IV

FIRE 2314 Hazardous Materials I
FIRE 2321 Fire Administration II
FIRE 2315 Fire Fighting Tactics and Strategy
FIRE 2323 Arson Investigation II
FIRE 2325 Fire Protection Practicum

Total Semester Hours—67

**Student placement in mathematics classes is based upon the results of tests and subjects completed before admission.*

Fire Science Electives: FIRE 1316, 1315, 1318, 1319, 1317 1310, 2324 and CRIJ.

Suggested Electives: History, Government, Sociology, Economics and Geology.

(Certificate of Proficiency 6821A)

Semester I

FIRE 1311 Fundamentals of Fire Protection
FIRE 1316 Fire Safety Education
FIRE 2311 Fire Administration I
FIRE 2312 Building Codes and Construction
FIRE 2313 Fire and Arson Investigation
ENGL 1301 Composition and Rhetoric

Semester II

FIRE 1323 Fire Protection Systems
FIRE 1324 Fire Prevention
FIRE 2314 Hazardous Materials I
FIRE 2321 Fire Administration II
FIRE 2326 Capstone Experience
COSC 1475 Business Information Systems

Total Semester Hours—37

Graphic Arts/Photography Curriculum

(Graphic Arts Option 6238B)

First Year

Semester I

GRAA 1301 Basic Photography
GRAA 1302 Basic Graphics
GRAA1308 Beginning Computer Graphics
GRAA 2302 Photographic Reproduction
ENGL 1301 Composition and Rhetoric

Semester II

GRAA 1307 Airbrush Techniques
GRAA 1322 Graphic Design
GRAA 1328 Intermediate Computer Graphics
College Level Mathematics
ENGL 2311 Technical Report Writing
PHED 1101 Physical Fitness and Health Concepts

Second Year

Semester III

GRAA 2303 Color Photography
GRAA 2301 Commercial Photography
GRAA 2322 Graphic Reproduction
GRAA 2328 Advanced Computer Graphics
MGMT 2322 Small Business Management
MCRO 1331 Microcomputer Hardware I

Semester IV

GRAA 2323 Commercial Advertising Techniques
GRAA 2325 Commercial Portfolio and Professional Skills
GRAA 2329 Advertising Photography
GRAA 2238 Practicum or Approved Elective
Social/Behavioral Science Elective
SPCH 1321 Business and Professional Speaking

Total Semester Hours—66/67

(Graphic Arts Certificate 6238C)

First Year

Semester I

GRAA 1302 Basic Graphics
GRAA 1308 Beginning Computer Graphics
GRAA 1301 Basic Photography

Semester II

GRAA 1322 Graphic Design
GRAA 1328 Intermediate Computer Graphics
GRAA 1321 Advanced Photography

Second Year

Semester III

GRAA 2328 Advanced Computer Graphics
GRAA 2322 Graphic Reproduction
GRAA 2302 Photo Reproduction
MGMT 2322 Small Business Management

Semester IV

GRAA 2323 Commercial Advertising Techniques
GRAA 2325 Commercial Portfolio and Professional Skills
GRAA 1307 Airbrush Techniques

Total Semester Hours—39

Graphic Arts/Photography Curriculum

(Commercial Art Option 6238D)

First Year

Semester I

GRAA 1301 Basic Photography
GRAA 1302 Basic Graphics
GRAA 1308 Beginning Computer Graphics
GRAA 1307 Airbrush Techniques
ARTS 1316 Drawing I

Semester II

GRAA 1322 Graphic Design
GRAA 1328 Intermediate Computer Graphics
ARTS 1317 Drawing II
GRAA 1321 Advanced Photography
ENGL 1301 Composition and Rhetoric
PHED 1101 Physical Fitness and Health Concepts

Second Year

Semester III

GRAA 2301 Commercial Photography
GRAA 2328 Advanced Computer Graphics
GRAA 2302 Photo Reproduction
MGMT 2322 Small Business Management
College Level Mathematics
MCRO 1331 Microcomputer Hardware I

Semester IV

GRAA 2325 Commercial Portfolio and Professional Skills
GRAA 2323 Commercial Advertising Techniques
GRAA 2329 Advertising Photography
GRAA 2238 Practicum or Approved Elective
Social/Behavioral Science Elective
SPCH 1321 Business and Professional Speaking

Total Semester Hours—66/67

(Commercial Art Certificate 6238E)

First Year

Semester I

GRAA 1302 Basic Graphics
GRAA 1308 Beginning Computer Graphics
GRAA 1307 Airbrush Techniques

Semester II

GRAA 1322 Graphic Design
GRAA 1328 Intermediate Computer Graphics
GRAA 2322 Graphic Reproduction

Second Year

Semester III

GRAA 2302 Photo Reproduction
GRAA 2328 Advanced Computer Graphics
ARTS 1316 Drawing I
MGMT 2322 Small Business Management

Semester IV

GRAA 2323 Commercial Advertising Techniques
GRAA 2325 Commercial Portfolio and Professional Skills
ARTS 1317 Drawing II

Total Semester Hours—39

(Designated Photography Certificate 6238A)

First Year

Semester I

GRAA 1301 Basic Photography
GRAA 1302 Basic Graphics
GRAA 1307 Airbrush Techniques

Semester II

GRAA 1321 Advanced Photography
GRAA 2321 Portrait Photography
GRAA 1306 Video Camera Techniques

Second Year

Semester III

GRAA 2301 Commercial Photography
GRAA 2303 Color Photography
MGMT 2322 Small Business Management

Semester IV

GRAA 2325 Commercial Portfolio and Professional Skills
GRAA 2332 Retouching and Restoration
GRAA 2329 Advertising Photography
GRAA 2323 Commercial Advertising Techniques

Total Semester Hours—39

Health Information Technology Curriculum 5827

(Medical Record Technology)

First Year

Semester I

ENGL 1301 Composition and Rhetoric
BIOL 2401 Anatomy and Physiology I
MEDR 1301 Medical Terminology I
MEDR 1300 Introduction to Medical Record Science
COSC 1307 Computer Literacy

Semester II

BIOL 2402 Anatomy and Physiology II
MEDR 1321 Medical Terminology II
MEDR 1201 Directed Practice I
MEDR 1324 Health Care Statistics
PHED 1101 Physical Fitness and Health Concepts
Free Elective

Second Year

Semester III

MEDR 2201 Directed Practice II
MEDR 2304 Introduction to Human Diseases
MEDR 2302 Legal Aspects of Medical Records
MEDR 2321 Medical Records Coding I
MEDR 2301 Medical Transcription
SPCH 1321 Business and Professional Speaking

Semester IV

MEDR 2221 Directed Practice III
MEDR 2322 Management Principles in Health Information
MEDR 2323 Medical Record Coding II
MEDR 2324 Quality Improvement in Health Information
MEDR 1322 Personnel Management in Healthcare
Social/Behavior Science Elective

**Suggested Electives: OFFT 1325; ENGL 2311; HLST 1370.*

Total Semester Hours—66

(Medical Transcriptionist Certificate 5827A)

First Year

Semester I

OFFT 1325 Introduction to Word Processing
MEDR 1301 Medical Terminology I
MEDR 1300 Introduction to Medical Record Science
MEDR 2301 Medical Transcription
BIOL 2401 Anatomy and Physiology I

Semester II

MEDR 1201 Directed Practice I
MEDR 1321 Medical Terminology II
ENGL 1301 Composition and Rhetoric
COSC 1307 Computer Literacy
BIOL 2402 Anatomy and Physiology II

Total Semester Hours—31

(Tech-Prep Enhanced Skills Medical Records Certificate)

COSC 1375 Business Information Systems
MGMT 2323 Human Resource Management

Total Semester Hours—6

Human Services Substance Abuse Counseling Major Curriculum 8029

First Year

Semester I

HUMS 1301 Introduction to Human Services
ADAC 1202 Core Functions for Addiction Counseling
ADAC 1203 Introduction to Substance Abuse
COSC 1307 Computer LIteracy
ENGL 1301 Composition and Rhetoric
PSYC 2301 Introductory Psychology

Semester II

HUMS 1321 Interviewing and Counseling I
ADAC 1221 Pharmacology and Addiction
ADAC 1223 Recovery Dynamics
SOCI 1306 Social Problems
ENGL 2311 Technical Report Writing
SPCH 1321 Business and Professional Speaking

Second Year

Semester III

HUMS 2321 Interviewing and Counseling II
ADAC 2202 Dual Diagnosis for Substance Abuse Counselors
HUMS 2303 Field Observation
HUMS 2204 Mgmt. of Aggressive Behavior
Elective
College Level Mathematics

Semester IV

ADAC 2321 Dynamics of the Chemically Dependent Family
HUMS 2322 Internship (300 hour practicum)
ADAC 2123 Issues in Addiction Counseling
ADAC 1222 Addiction Counseling Techniques
ADAC 2101 Current Topics Seminar
Elective
PHED 1101 Physical Fitness and Health Concepts

Total Semester Hours—62

(Substance Abuse Counseling Certificate only 8029A)

First Year

Semester I

ADAC 1202 Core Functions for Addiction Counseling
ADAC 1203 Introduction to Substance Abuse

Semester II

ADAC 1221 Pharmacology and Addiction
ADAC 1223 Recovery Dynamics
HUMS 1321 Interviewing and Counseling I

Second Year

Semester III

ADAC 2202 Dual Diagnosis for Substance Abuse Counselors
HUMS 2321 Interviewing and Counseling II

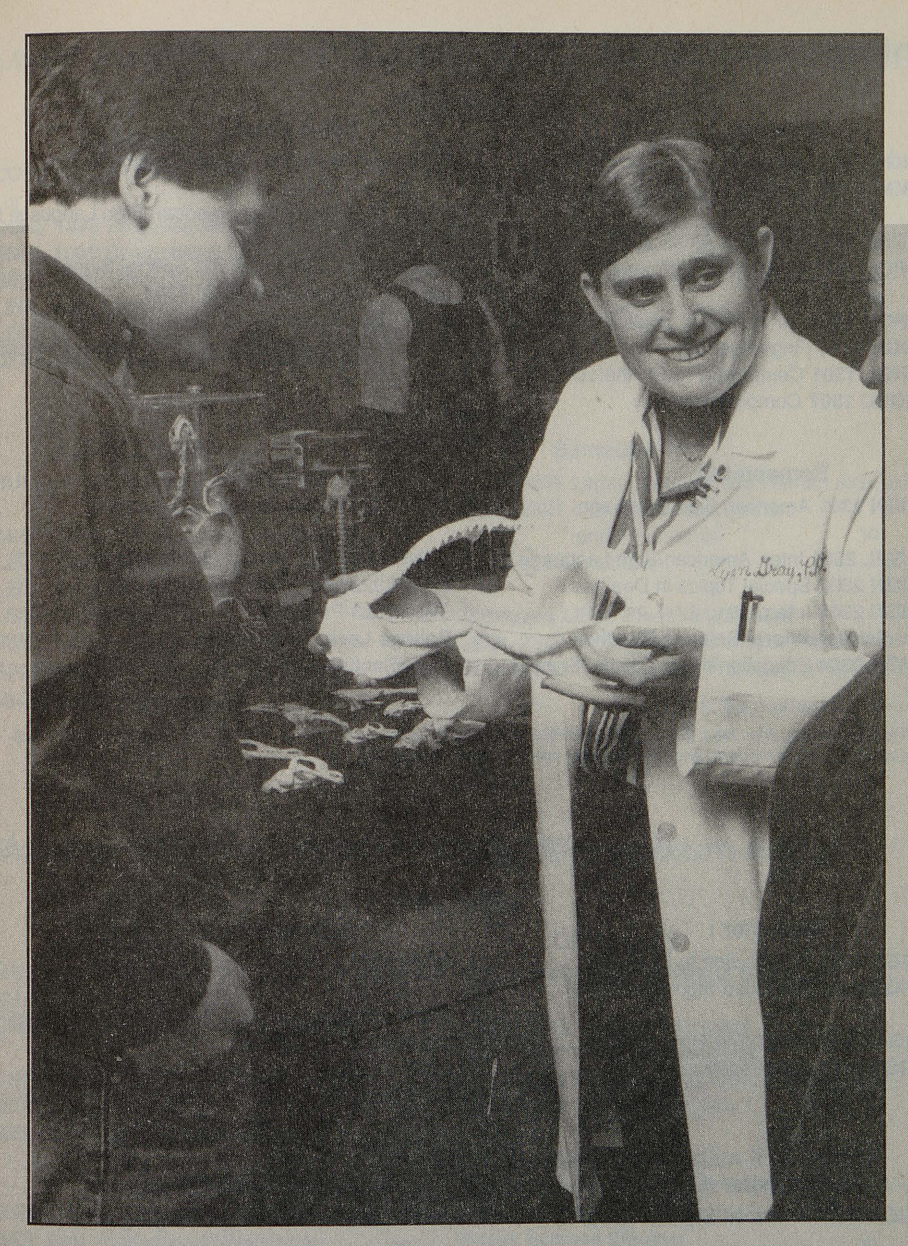
Semester IV

ADAC 2321 Dynamics for the Chemically Dependent Family
HUMS 2322 Internship (300 hour practicum) (Space available only)
ADAC 1222 Addiction Counseling Techniques

Total Semester Hours—24

TJC Trivia

In the first 20 years of existence (1926–46) TJC only offered foundation courses required for a baccalaureate degree. The first associate of arts degree was conferred in 1946.



"With smaller class sizes and a true emphasis on teaching, TJC instructors have a rare opportunity to enhance the lives of their students. One of the best things I can do for my students is to show them that they really can succeed."

Lynn D. Gray, *Instructor, Biology*
B.S., , M.S., Stephen F. Austin State University
Ph.D., Texas A&M University

Interpreter Training Curriculum 8045

First Year

Semester I

SIGN 1301 Introduction to Deafness
SIGN 1402 American Sign Language I
or
SGNL 1401 Beginning American Sign Language I**
SPCH 1321 Business and Professional Speaking
or
SPCH 1311 Introduction to Speech Cummunication
SIGN 1101 Fingerspelling
ENGL 1301 Composition and Rhetoric
COSC 1307 Computer Literacy

Semester II

SIGN 1421 American Sign Language II
or
SGNL 1402 Beginning American Sign Language II**
SIGN 1322 Interpreting I
SIGN 1323 Educational and Special Signs I
Speech Elective or **DRAM 1351**
SIGN 1324 Psychosocial Aspects of Deafness
PHED 1101 Physical Fitness and Health Concepts

Second Year

Semester III

SIGN 2301 American Sign Language
or
SGNL 2301 Inter. American Sign Language I**
SIGN 2302 Special Topics in Deafness
SIGN 2303 Interpreting II
Social/Behavioral Science Elective*
SIGN 2304 Educational and Special Signs II

Semester IV

SIGN 2321 American Sign Language IV
or
SGNL 2302 Inter. American Sign Language II**
SIGN 2322 Interpreting III
SIGN 2323 Practicum
College Level Mathematics
Free Elective

Total Semester Hours—64

**Recommended Electives: SOCI 1301; PSYC 2301, 2314.*
***Can be used as modern language transfer credit to some institutions.*

(Certificate of Proficiency 8045A)

First Year

Semester I

SIGN 1301 Introduction to Deafness
SIGN 1402 American Sign Language I
or
SGNL 1401 Beginning American Sign Language I
SIGN 1101 Fingerspelling

Semester II

SIGN 1421 American Sign Language II
or
SGNL 1402 Beginning American Sign Language II
SIGN 1322 Interpreting I
SIGN 1323 Educational and Special Signs I
SIGN 1324 Psychosocial Aspects of Deafness

Second Year

Semester III

SIGN 2301 American Sign Language III
or
SGNL 2301 Intermediate American Sign Lang I
SIGN 2302 Special Topics in Deafness
SIGN 2303 Interpreting II
SIGN 2304 Educational and Special Signs II

Semester IV

SIGN 2321 American Sign Language IV
or
SGNL 2302 Intermediate American Sign Lang II
SIGN 2322 Interpreting III
SIGN 2323 Practicum

Total Semester Hours—42

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

For an Interpreter Training degree or certificate, students must have a minimum grade of "C" in each SIGN/SGNL class.

Legal Assistant Curriculum 5828

First Year

Semester I

COSC 1371 DOS/Windows
or
COSC 1475 Business Information Systems
ENGL 1301 Composition and Rhetoric
GOVT 2305 American Government
LEGL 1101 Legal Ethics
LEGL 1311 Introduction to the Legal Systems
OFFT 2316 Intermediate Word Processing

Semester II

ENGL 1302 Composition and Rhetoric
GOVT 2306 American State Government
PHED 1101 Physical Fitness and Health Concepts
LEGL 1425 Legal Research
LEGL 2322 Corporation and Commercial Law
College Level Math (3 hours)

Second Year

Semester III

BUSI 1371 Elementary Accounting I
or
ACCT 2401 Principles of Accounting
LEGL 1320 Legal Writing
LEGL 2315 Constitutional Law
LEGL 2320 Litigation
PSYC 2302 Applied Psychology
Approved LEGL Elective* (3 hours)

Semester IV

LEGL 1321 Legal Interview and Human Relations
LEGL 2321 Law Office Management and Procedures
LEGL 2318 Practicum
or
Approved LEGL Elective* (3 hours)
LEGL 2340 Professional Development Skills
SPCH 1321 Business and Professional Speaking

Total Semester Hours—65

**Approved Electives: LEGL 1329, 2310, 2313, 2316, 2317, 2319, 2323, 2414.*

Medical Laboratory Technology Curriculum 8028*

First Year

Semester I

MELT 1300 Introduction to Clinical Lab Science
MELT 1601 Hematology I
CHEM 1406 Fundamentals of Chemistry
or
CHEM 1411 General Chemistry
BIOL 2420 Microbiology
MELT 1101 Clinical Immunology I

Semester II

CHEM 1408 Fundamentals of Chemistry
or
CHEM 1412 General Chemistry
MELT 1521 Clinical Bacteriology
MELT 1324 Miscellaneous Clinical Microbiology
MELT 1323 Clinical Chemistry I

Summer Session I *(5 weeks)*

ENGL 1301 Composition and Rhetoric
BIOL 2401 Anatomy and Physiology

Summer Session II *(5 weeks)*

MELT 1141 Practicum I–Hematology II/Body Fluids
Humanities Elective
Social Science Elective

Second Year

Semester III

PHED 1101 Health Concepts of Physical Fitness
MELT 2411 Clinical Chemistry II
MELT 2412 Coagulation/Immunohematology
MELT 2413 Clinical Immunology II
BIOL 2402 Anatomy and Physiology

Semester IV

MELT 2623 Practicum II

Summer Session I *(6 weeks)*

MELT 2232 Practicum III

Total Semester Hours—72

**HLST 1370, Introduction to the Health Professions, is suggested.*

Medical Office Management Curriculum

(Certificate of Proficiency 5827B)

Semester I

MOMG 1301 Medical Terminology I
MOMG 1302 Medical Office Procedures I
BUSI 1371 Elementary Accounting I
OFFT 1313 Business Math/Calculators
OFFT 1314 Business English
OFFT 1325 Introduction to Word Processing

Semester II

MOMG 1322 Medical Office Procedures II
MOMG 1321 Medical Terminology II
MOMG 2301 Medical Transcription
OFFT 1322 Business Communications
COSC 1307 Computer Literacy
or
COSC 1376 Spreadsheets for Business
MOMG 2229 Practicum
or
MOMG 2340 Professional Development Skills

Total Semester Hours—35/36

Medical Record Technology *(See Health Information Technology)*

Microcomputer Service Curriculum 8824

(Also see Electronics Technology)

First Year

Semester I

MCRO 1311 DC/AC Principles for Microcomputer Equipment
MCRO 1321 Digital Principles for Microcomputer Equipment
MCRO 1331 Microcomputer Hardware I
COSC 1371 DOS/Windows
COSC 1307 Computer Literacy

Semester II

MCRO 1312 Electronic Circuits for Microcomputer Equipment
MCRO 1322 Microprocessor Concepts
MCRO 1332 Microcomputer Networks
MCRO 1342 Microcomputer Hardware II
MCRO 1272 Microcomputer Practicum I

Total Semester Hours—29

Students may exit at this point with a certificate of proficiency in microcomputer service or may continue toward the associate of applied science degree in electronics technology, with the microcomputer service option.

Second Year

Semester III

ENGL 1301 Composition and Rhetoric
COSC 1380 Introduction to Networking
COSC 1310 Introduction to Programming for Non-Programming Majors
PHED 1101 Physical Fitness and Health Concepts
TMTH 1301 Applied Mathematics or a Higher Level Algebra
MGMT 2322 Small Business Management
Behavioral/Social Science Elective

Semester IV

ENGL 2311 Technical Report Writing
BUSI 1371 Elementary Accounting I
SPCH 1321 Business and Professional Speaking
COSC 1481 Network System Management
ELTE 2323 Assembly Language Programming for Microprocessors
MCRO 2254 Microcomputer Practicum II

Total Semester Hours—66

Nursing, Associate Degree (ADN) Curriculum 8021

First Year

Summer Session II
ENGL 1301 Composition and Rhetoric
PSYC 2301 Introduction to Psychology

Semester I
NURS 1201 Special Topics
NURS 1701 Nursing I
BIOL 2401 Anatomy and Physiology*
PHED 1101 Physical Fitness and Health Concepts
Humanities Elective (3 hours)

Semester II
NURS 1901 Nursing II
BIOL 2402 Anatomy and Physiology*
SOCI 1301 Introduction to Sociology

Summer Session I
ENGL 1302 Composition and Rhetoric
PSYC 2314 Human Growth and Development

Second Year

Semester III
NURS 2501 Nursing III (8 weeks)
NURS 2502 Nursing IV (8 weeks)
BIOL 2420 Microbiology*

Semester IV
NURS 2503 Nursing V (8 weeks)
NURS 2504 Nursing VI (8 weeks)
Elective* (3 hours)

Total Semester Hours—72

Non-nursing courses may be taken prior to placement in the ADN program. All science courses and PSYC 2314 must have been completed within seven years of the time required in the curriculum or must be repeated .

**Must be taken concurrently with nursing courses scheduled if no previous credit with grade of "C" or better.*

All other first year courses must be completed with a "C" or better before progressing to the second year.

Exceptions must be approved in writing by the program director.

ADN-LVN Transition Curriculum 8021B

First Year

Prerequisites to Second Year
ENGL 1301 Composition and Rhetoric
ENGL 1302 Composition and Rhetoric
Humanities Elective (3 hours)
PSYC 2301 Introduction to Psychology
PSYC 2314 Human Growth and Development
SOCI 1301 Introduction to Sociology
PHED 1101 Physical Fitness and Health Concepts

Prerequisites to NURS 1501
BIOL 2401 Anatomy and Physiology
BIOL 2402 Anatomy and Physiology

Semester I, II or Summer Session
NURS 1501 LVN Transition

Total Semester Hours—59

Second Year

See Semesters III and IV of traditional curriculum.

All first year courses must be completed with a "C" or better before progressing to the second year.

Exceptions must be approved in writing by the program director.

All science courses and PSYC 2314 must have been completed within seven years of the time required in the curriculum or must be repeated.

Nursing, Critical Care Curriculum 8021A

(Advanced Certificate of Proficiency)

(16 weeks)

CCNG 2103 Seminar
CCNG 2105 Renal and Endocrine Systems
CCNG 2108 EKG Critical Care
CCNG 2109 Gastriontestinal and Hemotologic Pathology and Management
CCNG 2202 Pulmonary Pathology and Mgmt
CCNG 2203 Neurologic Pathology and Mgmt
CCNG 2204 Cardiovascular Pathology and Mgmt
CCNG 2402 Clinical Practicum

Total Semester Hours—14

Nursing, Vocational (VNE) Curriculum 7821

Semester I *(16 weeks)*

VOCN 1301 Health Maintenance
VOCN 1501 Science for VNE
VOCN 1502 Med/Surg Nursing I
VOCN 1701 Essentials of Nursing

Semester II *(16 weeks)*

VOCN 1321 Nursing Care of Children
VOCN 1222 Maternity Nursing
VOCN 1623 Med/Surg Nursing II
VOCN 1624 Med/Surg Nursing III

Summer Session *(10 weeks)*

VOCN 1431 Long Term Care Nursing
VOCN 1432 Community Health Nursing

Total Semester Hours—45

Office Technology Curriculum

(Core Curriculum)

First Year

Semester I

BUSI 1371 Elementary Accounting I
OFFT 1312 Office Systems and Applications
OFFT 1313 Business Math/Calculator
OFFT 1314 Business English
OFFT 1325 Introduction to Word Processing
PHED 1101 Physical Fitness and Health Concepts

Semester II

BUSI 1372 Elementary Accounting II
COSC 1376 Spreadsheets for Business
SPCH 1321 Business & Professional Speaking
OFFT 1322 Business Communications
OFFT 2316 Intermediate Word Processing
PSYC 2302 Applied Psychology

(Administrative Assistant Option 5824)

Second Year

Semester III

BUSI 2302 Legal Environment in Business
ENGL 1301 Composition and Rhetoric
College Level Mathematics
OFFT 2326 Advanced Word Processing
OFFT 2320 Database Applications

Semester IV

ENGL 2311 Technical Report Writing
or **ENGL 1302** Composition and Rhetoric
OFFT 2327 Professional Office Management
OFFT 1321 Business Transcription
OFFT 2340 Professional Development Skills
OFFT 2329 Practicum or Approved Elective*

**Approved Electives: OFFT 2328, 2338; SPAN 1411.*

Total Semester Hours—64

(Legal Option 5824A)

Second Year

Semester III

LEGL 1311 Introduction to Legal System
ENGL 1301 Composition and Rhetoric
College Level Mathematics
OFFT 2326 Advanced Word Processing
GOVT 2306 American and State Government

Semester IV

LEGL 2322 Corporation and Commercial Law
ENGL 2311 Technical Report Writing
or
ENGL 1302 Composition and Rhetoric
LEGL 2321 Law Office Management & Procedures
OFFT 2340 Professional Development Skills
OFFT 1321 Business Transcription
OFFT 2329 Practicum or Approved Elective*

**Approved Electives: SPAN 1411; OFFT 2328, 2338.*

Total Semester Hours—67

(Medical Option 5824B)

Second Year

Semester III

MOMG 1301 Medical Terminology I
MOMG 1302 Medical Office Procedures I
ENGL 1301 Composition and Rhetoric
College Level Mathematics
OFFT 2326 Advanced Word Processing

Semester IV

MOMG 1322 Medical Office Procedures II
MOMG 1321 Medical Terminology II
ENGL 2311 Technical Report Writing
or
ENGL 1302 Composition and Rhetoric
MOMG 2301 Medical Transcription
OFFT 2329 Practicum or Approved Elective*
OFFT 2340 Professional Development Skill

Approved Electives: SPAN 1411; OFFT 2328, 2338.

Total Semester Hours—67

(Designated Office Technology Certificate 5824C)

Semester I

BUSI 1371 Elementary Accounting I
OFFT 1312 Office Systems and Applications
OFFT 1313 Business Math/Calculator
OFFT 1314 Business English
OFFT 1325 Introduction to Word Processing
OFFT 2320 Database Applications

Semester II

BUSI 1372 Elementary Accounting II
COSC 1376 Spreadsheets for Business
OFFT 1322 Business Communications
OFFT 2316 Intermediate Word Processing
OFFT 2327 Professional Office Management
OFFT 2340 Professional Development Skills

Total Semester Hours—36

(Tech-Prep Enhanced Skills Office Technology Certificate)

This certificate is designed for students who complete the office technology curriculum (any option) and desire advanced credit hours. Students may receive certificate as an additional option to A.A.S. degree. This is not a stand-alone certificate program.

COSC 1371 Computer Operating Systems
COSC 1373 Hardware/Software
COSC 1380 Introduction to Networking
COSC 1482 Network Systems Management II
OFFT 2330 Advanced Practicum

Total Semester Hours—16

Optician Technology Curriculum 8037A

First Year

Semester I

OPTT 1401 Ophthalmic Laboratory Practicum
OPTT 1701 Ophthalmic Dispensing
OPTT 1301 Anatomy and Physiology of the Eye
OPTT 1302 Optics I
OPTT 1201 Office Procedures, Ethics and Insurance

Semester II

OPTT 1420 Contact Lenses
OPTT 1321 Ophthalmic Dispensing Capstone
OPTT 1324 Ophthalmic Dispensing Practicum I
OPTT 1422 Optics II
OPTT 1323 Ophthalmic Materials and Lab

Summer Session *(6 weeks)*

OPTT 1325 Ophthalmic Dispensing Practicum II

Total Semester Hours—39

Physical Therapist Assistant Curriculum 0401G

The Physical Therapist Assistant program is offered in cooperation with Kilgore College. The following courses can be taken at Tyler Junior College and transferred to Kilgore College. Successful completion of these courses does not guarantee a student's acceptance into the Kilgore program. However, students transferring from Tyler Junior College will be given the same consideration as a student from within the Kilgore College District.

ENGL 1301 Composition and Rhetoric
BIOL 2401 Anatomy and Physiology I
BIOL 2402 Anatomy and Physiology II
PSYC 2314 Human Growth and Development
SPCH 1311 Introduction to Speech Comm.
TMTH 1301 or Higher Level Mathematics
General Education Elective

The following courses must be taken at Kilgore College:

First Year

Semester I

PHTA 1410 Introduction to Physical Therapy

Summer Session I

PHTA 1417 Practicum I

Semester II

PHTA 1412 Therapeutic Modalities
PHTA 1314 Pathophysiological Conditions
PHTA 1416 Fundamentals of Physical Therapy

Second Year

Semester III

PHTA 2418 Therapeutic Exercises
PHTA 2520 Applied Anatomy
PHTA 2426 Neurological Rehabilitation

Semester IV

PHTA 2824 Practicum II
PHTA 2422 Concepts in Rehabilitation

Total Semester Hours—67

Radiologic Technology Curriculum 8033*

First Year

Semester I *(16 weeks)*

RADT 1305 Radiologic Physics I
RADT 1302 Methods of Patient Care
RADT 1401 Radiologic Technology I
RADT 1202 Practicum I
BIOL 2401 Anatomy and Physiology

Semester II *(16 weeks)*

PHED 1101 Physical Fitness and Health Concepts
RADT 1307 Radiologic Physics II
RADT 1421 Radiologic Technology II
RADT 1222 Practicum II
Humanities Elective**
BIOL 2402 Anatomy and Physiology

Summer Session *(13 weeks)*

RADT 1301 Practicum III
RADT 1325 Special Topics
RADT 1224 Pathology

Second Year

Semester III *(16 weeks)*

RADT 2303 Practicum IV
COSC 1307 Computer Literacy***
ENGL 1301 Composition and Rhetoric
RADT 2302 Radiologic Technology III
RADT 2301 Radiobiology and Protection

Semester IV *(16 weeks)*

Social/Behavioral Science Elective
RADT 2322 Practicum V
RADT 2321 Radiologic Technology IV
RADT 2323 Radiologic Technology V

Summer Session *(13 weeks)*

RADT 2202 Practicum VI
RADT 2201 Seminar

Total Semester Hours—72

**Pending approval from the Texas Higher Education Coordinating Board.*
***Speech is recommended.*
****Any "hands-on" computer class.*

Recreation: Tennis Teaching Curriculum 9621

First Year

Semester I

ENGL 1301 Composition and Rhetoric
SPCH 1311 Speech
RECL 1301 Philosophy of Coaching
RECL 1310 Tennis Coaching Clinic I
RECL 1300 Scientific Approach to Tennis Teaching

Semester II

ENGL 1302 Composition and Rhetoric
COSC 1307 Computer Literacy
RECL 1302 Individual Tennis Instruction
RECL 1311 Tennis Teaching Clinic II**
RECL 1303 Program Planning
RECL 1304 Fitness and Psycho-Motor Learning in Tennis
PHED 1101 Physical Fitness and Health Concepts

Summer Session

RECL 1206 Supervised Summer Work Experience
or
RECL 1105 Summer Tennis Experience

Second Year

Semester III

BUSI 1301 Introduction to Business
BUSI 1371 Elementary Accounting I*
RECL 2305 Tennis Camp and Club Management
RECL 2310 Tennis Teaching Clinic III**
RECL 2306 Sports Psychology
Social/Behavioral Science Elective

Semester IV

BUSI 2302 Legal Environment in Business
BUSI 1372 Elementary Accounting II*
RECL 2307 Contemporary Concepts in Tennis Instruction
RECL 2311 Tennis Teaching Clinic IV**
RECL 2308 USPTA Principles (Capstone)
TMTH 1301 Applied Mathematics

Total Semester Hours—69

**ACCT 2401 may be substituted for BUSI 1371 and 1372. See program advisor.*
***Must be taken concurrently with a Tennis Seminar.*
A math of higher level may be substituted in place of TMTH 1301.

(Certificate of Proficiency 9621A)

First Year

Semester I

RECL 1301 Tennis Seminar I
RECL 1201 Philosophy of Coaching
RECL 1300 Scientific Approach to Tennis Teaching

Semester II

RECL 1302 Individual Tennis Instruction
RECL 1202 Tennis Teaching Lab II
RECL 1303 Program Planning
RECL 1304 Fitness and Psycho-Motor Learning in Tennis

Summer Session

RECL 1206 Summer Tennis Experience (Lab)
or
RECL 1105 Summer Tennis Experience

Second Year

Semester III

RECL 2305 Tennis Camp & Club Management
RECL 2203 Tennis Teaching Lab III
RECL 2306 Sport Psychology

Semester IV

RECL 2307 Contemporary Concepts in Tennis
RECL 2204 Tennis Teaching Lab IV
RECL 2308 USPTA Principles

Total Semester Hours—39

Respiratory Therapy Technology Curriculum 8025

(Cardiopulmonary Technology)

(Certification Option 8025A)

Semester I

RESC 1210 Cardiopulmonary Anatomy & Physiology I
RESC 1310 Basic Skills
RESC 1410 Practicum Orientation
RESC 1411 Technology I
COSC 1307 Computer Literacy

Semester II

RESC 1222 Neonatal and Pediatric Care
RESC 1220 Pharmacology I
RESC 1221 Practicum I
RESC 1321 Pathology
RESC 1420 Technology II
BIOL 2401 Anatomy and Physiology

Special Summer Session I *(10 weeks)*

RESC 1230 Practicum II
RESC 1431 Seminar and New Technology

Total Semester Hours—39

CRTT-RRT Transition Curriculum 8025B

Prerequisites to Second Year:
Must be a graduate of a traditional College-Based AMA and JRCRTE Accredited Certification Program.

BIOL 2401 Anatomy and Physiology
COSC 1307 Computer Literacy

Second Year

Semester III

RESC 2210 Practicum III
RESC 2211 Advanced Cardiopulmonary Topics
RESC 2212 Technology III
BIOL 2420 Microbiology
Social/Behavioral Science Elective approved by program director

Semester IV

RESC 2221 Respiratory Care Critical Thinking
RESC 2120 Practicum IV
RESC 2322 Applied Cardiopulmonary Pathology
BIOL 2402 Anatomy and Physiology
CHEM 1305 Elementary Chemistry
PHED 1101 Physical Fitness and Health Concepts

Summer Session I

ENGL 1301 Composition and Rhetoric
SPCH 1321 Business and Professional Speaking

Total Semester Hours—33

**HLST 1370 is suggested.*

Surgical Technology Curriculum

The Surgical Technology program is offered in cooperation with Kilgore College.

The following courses can be taken at Tyler Junior College and transferred to Kilgore College. Successful completion of these courses does not guarantee a student's acceptance into the Kilgore program. However, students transferring from Tyler Junior College will be given the same consideration as a student from within the Kilgore College District.

ENGL 1301 Composition and Rhetoric
BIOL 2401 Anatomy and Physiology I
BIOL 2402 Anatomy and Physiology II
BIOL 2420 Microbiology
PSYC 2314 Human Growth and Development
MEDR 1301 Medical Terminology

The following courses must be taken at Kilgore College:

Semester I

SURT 1610 Introduction and Surgical Techniques
SURT 1310 Surgical Techniques—Clinical Practice I

Semester II

SURT 1612 Surgical Procedures and Pharmacology
SURT 1614 Surgical Procedures—Clinical Practice II

Summer Session I

SURT 1416 Clinical Practice III

Total Semester Hours—46

Surveying and Mapping Technology Curriculum 8435B

First Year

Semester I

SURV 1311 Introduction to Surveying
SURV 1321 Surveying Measurements Practice
SURV 1331 Surveying Calculations I
CADD 1431 Introduction to Auto Cad
ENGL 1301 Composition and Rhetoric
TMTH 1301 Applied Mathematics
or
College Algebra

Semester II

SURV 1312 Land Surveying
SURV 1322 Land Surveying Practice
SURV 1332 Surveying Calculations II
ENGL 2311 Technical Report Writing
TMTH 1302 Applied Trigonometry or
Higher Level Trigonometry
SPCH 1321 Business and Professional Speaking

Second Year

Semester III

SURV 2313 Control Surveying and Mapping
SURV 2323 Field Mapping Practice
SURV 2333 Legal Principles I
COSC 1307 Computer Literacy
PHED 1101 Physical Fitness and Health Concepts
Social/Behavioral Science Elective

Semester IV

SURV 2314 Route Surveying and Mapping
SURV 2324 Route Surveying Practice
SURV 2334 Legal Principles II
CADD 2424 Map Drafting
CADD 2334 Advanced Computer-Aided Drafting
SURV 2264 Surveying and Mapping Practicum

Total Semester Hours—71

Approved Electives: Government, History, Economics, Psychology, Sociology.

Recommended Surveying and Computer-Aided Drafting and Design Electives: SURV 2353, 2354; CADD 1492.

Surveying and Mapping Technology Curriculum 8435B

(Designated Surveying Certificate 8435C)

Semester I

SURV 1311 Introduction to Surveying
SURV 1321 Surveying Measurements Practice
SURV 1331 Surveying Calculations I
SURV 2313 Control Surveying and Mapping
SURV 2323 Field Mapping Practice
SURV 2333 Legal Principles I

Semester II

SURV 1312 Land Surveying
SURV 1322 Land Surveying Practice
SURV 1332 Surveying Calculations II
SURV 2314 Route Surveying and Mapping
SURV 2324 Route Surveying Practice
SURV 2334 Legal Principles II

Total Semester Hours—36

Welding Technology Curriculum 6245

First Year

Semester I

INCM 1401 Industrial Blueprint Reading
WELD 1402 Introduction to SMAW
WELD 1303 Oxy-acetylene Welding and Cutting
ENGL 1301 Composition and Rhetoric*
INCM 1302 Industrial Safety and Hygiene

Semester II

WELD 1422 Advanced SMAW
WELD 1322 Introduction to GMAW (MIG)
TMTH 1301 Applied Mathematics*
COSC 1307 Computer Literacy
ENGL 2311 Technical Report Writing*
PHED 1101 Physical Fitness and Health Concepts

Second Year

Semester III

WELD 2401 Introduction to Pipe Welding
WELD 2302 Introduction to GTAW (TIG)
SPCH 1321 Business and Professional Speaking*
Social/Behavioral Science Elective*
WELD 1324 Introduction to FCAW (Flux Core)

Semester IV

WELD 2421 Advanced Pipe Welding
WELD 2322 Advanced GMAW (MIG)
WELD 2323 Advanced GTAW (TIG)
Approved Elective
WELD 2424 Welding Theory (Capstone)

Total Semester Hours—67

**Represents 15 hours of general education requirements.*

(Designated Welding Certificate 6245A)

First Year

Semester I

INCM 1401 Industrial Blueprint Reading
WELD 1402 Introduction to SMAW
WELD 1303 Oxy-acetylene Welding and Cutting

Semester II

WELD 1422 Advanced SMAW
WELD 1322 Introduction to GMAW (MIG)
WELD 2424 Welding Theory

Second Year

Semester III

WELD 2401 Introduction to Pipe Welding
WELD 2302 Introduction to GTAW (TIG)
WELD 1324 Introduction to FCAW (Flux Core)

Semester IV

WELD 2421 Advanced Pipe Welding
WELD 2322 Advanced GMAW (MIG)
WELD 2323 Advanced GTAW (TIG) (Capstone)

Total Semester Hours—42

(GMAW/FCAW Certificate Option 6245C)

INCM 1401 Industrial Blueprint Reading
WELD 1402 Introduction to SMAW
WELD 1303 Oxy-acetylene Welding and Cutting
WELD 1324 Introduction to FCAW (Flux Core)
WELD 1422 Advanced SMAW
WELD 1322 Introduction to GMAW (MIG)
WELD 2322 Advanced GMAW (MIG) (Captsone)

Total Semester Hours—24

(SMAW Structural Certificate Option 6245B)

INCM 1401 Industrial Blueprint Reading
WELD 1402 Introduction to SMAW
WELD 1303 Oxy-acetylene Welding and Cutting
WELD 1422 Advanced SMAW
WELD 2401 Introduction to Pipe Welding
WELD 2421 Advanced Pipe Welding (Capstone)

Total Semester Hours—23

(Certificate of Proficiency 6245D)

WELD 1402 Introduction to SMAW
WELD 1303 Oxy-acetylene Welding and Cutting
WELD 1322 Introduction to GMAW (MIG)
INCM 1401 Industrial Blueprint Reading
WELD 1422 Advanced SMAW (Capstone)
WELD 2301 Introduction to GTAW (TIG)
WELD 1324 Introduction to FCAW (Flux Core)
WELD 2424 Welding Theory

Total Semester Hours—28

(AWS Enter Level Welder Certification 6245E)

Semester I

WELD 1402 Introduction to SMAW
WELD 1303 Oxy-acetylene Welding and Cutting
WELD 1322 Introduction to GMAW (MIG)
INCM 1401 Industrial Blueprint Reading

Semester II

WELD 1422 Advanced SMAW (Capstone)
WELD 2301 Introduction to GTAW (TIG)
WELD 1324 Introduction to FCAW (Flux Core)
WELD 2424 Welding Theory

Total Semester Hours—28

Continuing Studies

Tyler Junior College is dedicated to presenting dynamic and flexible educational programs to the community throughout its service area. The College is committed to "lifelong learning" that goes beyond initial career preparation, traditional concepts of full-time study and program degree completion and encourages education renewal. Further, the College seeks to provide lifelong learning for people of all ages to develop personal and professional potential, upgrade job-related skills and prepare for informed participation in the civic, cultural and political life of the community.

The College continuing studies program is administered and marketed through the Tyler Junior College **Regional Training and Development Complex (RTDC)** located at 1530 S SW Loop 323 in Tyler. The complex is devoted to offering critically needed training leading to immediate employment according to the needs of business, industry and governmental agencies. Instruction at the RTDC lends itself to quick startup training for workers to improve deficient basic academic skills and condensed block-time classes, rather than the traditional semester schedule. Additionally, the 84,000-square-foot facility offers services such as on-site registration and fee collection, a bookstore, snack bar/concession area, 300-seat conference room, convenient parking and campus safety. The RTDC is the home of the Continuing Education Center, Small Business Development Center, the Tyler Area Business Incubator and the TJC Adult Learning Center.



Tyler Junior College
Regional Training And
Development Complex

Continuing Education Center

The Continuing Education Center is a non-credit program that offers:

1. Adult vocational education for individuals wanting to upgrade their present skills enabling them to explore new occupational fields.
2. Lifelong learning opportunities for individuals and groups seeking to enhance the quality of living in the community through cultural and enrichment studies by providing opportunities to explore new activities for personal growth and enjoyment.
3. Resources for business, industry, labor, government and professional groups needing to supplement their own training and development programs. Training programs are tailor-made and, if desired, offered "in house" to meet specific job upgrading and mobility needs of individual organizations.

Classes are offered during the day or the evening and are provided when a sufficient number of students is enrolled. Non-credit courses are open to interested persons without regard to eligibility for admission to college-credit programs.

Tyler Junior College will award the Continuing Education Unit (CEU) to persons who participate in approved, non-credit continuing education activities administered by Tyler Junior College. One CEU is equal to 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction. In no instance should the awarding of CEUs be equated with college credit applicable toward a degree.

For more information concerning continuing education programs, contact the Regional Training and Development Complex, 903–510–2900.

Refund Policy

Refunds may be requested at the registrar's office on campus or at the RTDC. The College refund policy is:

100% prior to the first class day or if class is cancelled by the College
80% during the first class day and NONE thereafter.

Refunds will be mailed to the student's permanent address within 2–4 weeks. **Refunds will be applied to outstanding debts owed to Tyler Junior College.**

Small Business Development Center

The Small Business Development Center (SBDC) represents a partnership between the Small Business Administration and Tyler Junior College.

The SBDC serves as a focal point for linking resources of the federal, state and local governments with the resources of the educational system and the private sector. The SBDC focuses on providing in-depth quality assistance to small businesses in all areas to promote growth, expansion, innovation, increased productivity and management improvement. The overall objective of the SBDC is to further economic development through the provision of management and technical assistance to existing and prospective small businesses.

The SBDC offers free counseling, referral services and a variety of small business training programs and seminars designed for entrepreneurial, management and technical skill development. The SBDC also acts as a clearinghouse for resource information and materials to provide practical solutions to business needs and problems. Please call 903–510–2975 for more information.

Tyler Area Business Incubator

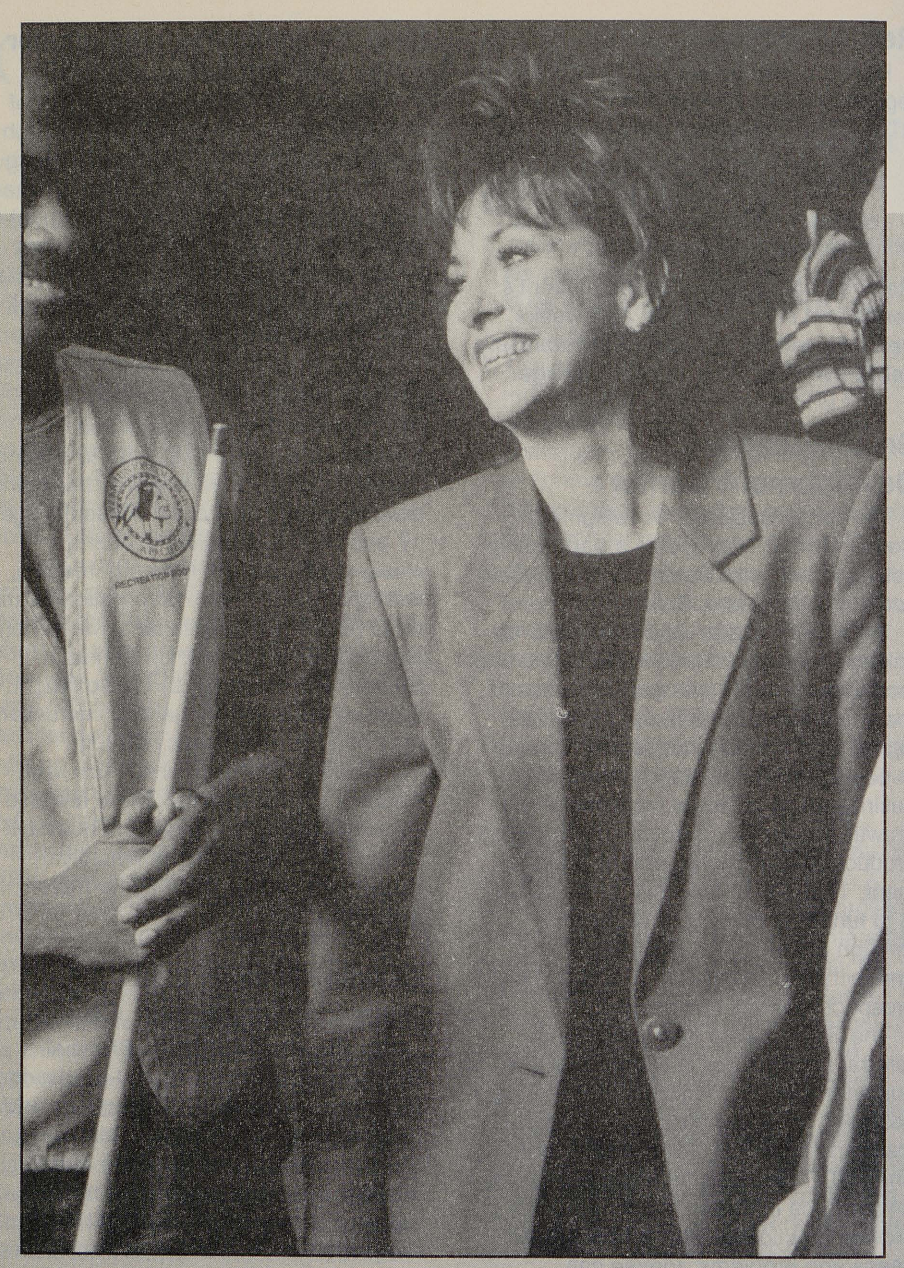
The Tyler Area Business Incubator was created to enhance the success of new and expanding businesses through business counseling, employee training and various other support services. The incubator encourages the development of technology-based products or services which broaden the economic base of the area served by the College. Please call 903–510–2975 for more information.

Adult Learning Center

The Tyler Junior College Adult Learning Center is dedicated to serving the adults of our area with free basic and developmental education. All adults age 17 and older are eligible to attend classes. Besides the basics of reading, writing and arithmetic, preparation for the GED (General Educational Development) examination is offered. English as a Second Language (ESL) is also taught. Classes and/or individualized instruction may be obtained Monday through Thursday, from 9 a.m. until 4 p.m. and Friday 9 a.m. until noon. There are also evening classes available and outreach centers throughout the community. Please call 903–510–2938 for more information.

Ornelas Health and Physical Education Center

The Ornelas Health and Physical Education Center, an 83,000-square-foot facility located on the TJC campus, and a full partner in the School of Continuing Studies, offers comprehensive fitness facilities including a gymnasium, an aerobics dance studio, a weight room, racquetball courts, an aquatics area, a band hall and other physical education facilities for students, faculty and staff. In addition, a full range of recreational and fitness clinics and camps for children and youth are available to the public through the continuing education program at the center. For more information, please call 510–2555.



"My job is to round out the educational experience by providing fun thru competition, sports and quality leisure time. My goal is to help individual students realize their dreams and achieve their goals through genuine respect, encouragement, and understanding."

Vicki Glover, *Staff Technician, Rogers Student Center*

What You Can Expect

Course Descriptions

Agriculture 0100

A student majoring in agriculture should see a Tyler Junior College faculty advisor for help in completing a degree plan.

AGRI 1309 Computers in Agriculture (2-2) (CB0101015121)
Use of computers in agricultural applications. Introduction to programming languages, word processing, electronic spreadsheets, and agricultural software.

AGRI 1311 Dairying (2-2) (CB0202065121)
The dairy industry, dairy products, basic principles and practices of modern dairy farm management, breeding, feeding and milk harvesting with lab stressing breeds, judging, sire selection and equipment.

AGRI 1315 Horticulture (2-3) (CB0106015121)
Structure and growth of horticultural plants, selection, propagation, fertilization, care, harvesting of fruits, nuts and vegetables together with the care and use of ornamentals in home landscape.

AGRI 1407 Fundamentals of Crop Production (3-2) (CB0204025121)
Structure and function of crop plants, classification, distribution, cultural practices, fertilization, harvesting, marketing and survey of major world crops while stressing importance of crop production in world affairs.

AGRI 1413 General Entomology (3-2) (CB0204085121)
Principal orders of insects, their anatomy and physiology, life cycle and economic importance as well as insecticides and alternative control methods for agricultural pests.

AGRI 1419 General Animal Husbandry (3-3) (CB0202015121)
Livestock and livestock industry, reproduction, nutrition, management and marketing of beef cattle, horses, swine and sheep; with labs that include breeds, market classes and judging.

AGRI 2303 Farm Shop (1-4) (CB0102015121)
Basic skills in arc and oxyacetylene welding, soldering, hot and cold metal work, sheetmetal work, cutting metal and brazing along with concrete construction, farm plumbing and fitting of farm tools.

AGRI 2317 Introduction to Agricultural Economics (3-0) (CB0101035121)
Characteristics of economic systems and basic economic concepts including organization and management of agriculture businesses, finance, marketing and government farm programs.

AGRI 2321 Livestock Evaluation (3-3) (CB0202015221)
Origin, history and breed characteristics of livestock, breed organizations, performance testing and selection, live animal evaluation and the development of livestock judging techniques.

AGRI 2330 Wildlife Management (3-0) (CB0306015121)
Wildlife resources of the United States with special reference to Texas while emphasizing the interrelationship of plants and animals in our environment with plans and methods of rehabilitation and increase of the desirable species.

Air Conditioning and Refrigeration 7221

Students successfully completing this program receive the associate in applied science degree.

The curriculum is designed to prepare the student to assist in planning, installing, operating and maintaining air conditioning equipment. The required technical information is presented and related skills are developed which will enable the graduate to function efficiently when working with engineers, system designers, skilled craftsmen, salespersons and others in the field.

AIRC 1300 Introduction to Air Conditioning and Refrigeration (2-4)
An introductory course designed to acquaint the student with practical heating and cooling problems, terminology and the study of psychrometric principles.

AIRC 1301 Fundamentals of Refrigeration (2-4)
An introduction to terminology, laws of refrigeration, processes and procedures associated with refrigeration applications.

AIRC 1311 Fundamentals of Electricity (2-2)
Air conditioning circuits, electron theory, AC theory, single phase and three phase power distribution, capacitance, electric motors and motor controls.

AIRC 1312 Solar Systems Design and Installation (2-4)
Demonstration and hands-on in the design, installation and maintenance of residential solar heating systems.

AIRC 1313 Air Conditioning Welding Procedures (2-2)
Designed to provide entry-level skills with oxy-fuel safety, cutting, welding, brazing, braze welding and soldering.

AIRC 1321 Commercial Refrigeration I (2-4)
Covers light commercial refrigeration equipment components, controls, installation, service and troubleshooting.
Prerequisites: AIRC 1301, 1311, or consent of the instructor.

AIRC 1323 Automatic Controls I (2-2)
Automatic controls, control systems, component parts and related equipment.
Prerequisite: AIRC 1311 or consent of the instructor.

AIRC 2301 Heating (2-2)
Operation, installation, and service of residential and light commercial gas, electric and hydronic systems.
Prerequisites: AIRC 1311 or consent of the instructor.

AIRC 2302 Automatic Controls II (2-2)
An advanced study of automatic controls, modular controls, activator controls, sequencer and step controls and advanced wiring diagrams and schematics.
Prerequisites: AIRC 1311, 1323 or consent of the instructor.

AIRC 2303 Air Conditioning Systems Design (3-1)
A study of psychrometric principles and application of heat load theory for equipment sizing.

AIRC 2304 Practicum (1-20)
This course is a Capstone for the A.A.S. degree and must be completed in the last semester. It's a course designed to enable the student to get real-world work experience with air conditioning and refrigeration contractors while seeking a college degree.
Prerequisites: AIRC 1301, 1311 or consent of the instructor.

AIRC 2307 Sheetmetal (2-4)
An introduction to sheetmetal layout, tools, specialized equipment, fabrication of round and rectangular duct fittings.

AIRC 2321 Installation and Maintenance of Air Conditioning Systems (2-4)
This course is a Capstone for the air conditioning certificate of proficiency and must be completed in the last semester. Hands-on experience in the installation, maintenance and service of residential and light commercial air conditioning and heating systems.
Prerequisites: AIRC 1301, 1323, or consent of the instructor.

AIRC 2322 Heat Pumps (2-4)
The student will learn the components, sequence and modes of operation and will get hands-on experience installing, servicing, charging and troubleshooting heat pumps.
Prerequisites: AIRC 2301 or consent of the instructor.

AIRC 2323 Automotive Air Conditioning (2-4)
Students will learn the components and the sequence of operation, and will get laboratory experience servicing, repairing, and troubleshooting automotive air conditioning systems.
Prerequisites: AIRC 1301, 1311 or consent of the instructor.

AIRC 2324 Major Home Appliances I (2-4)
A course covering the components, sequence of operation and repair of clothes washers and dryers, dishwashers, gas and electric ranges and microwave ovens.
Prerequisites: AIRC 1311 or consent of instructor.

AIRC 2325 System Troubleshooting (2-4)
An advanced course in which the student will apply troubleshooting principles and use test instruments to diagnose air conditioning and refrigeration component and system problems and to conduct performance tests.
Prerequisites: AIRC 1323, 2302 or consent of the instructor.

AIRC 2326 Major Appliances II (2-4)
This course is a Capstone for the major home appliances certificate and must be completed in the last semester. A study of the components, operation, service and troubleshooting of domestic freezers, refrigerators, icemakers and window units.
Prerequisites: AIRC 1301, 1311 or consent of instructor.

AIRC 2327 Sheetmetal II (2-2)
A continuation of AIRC 2307, including layout and fabrication of plenums, boots, Tees, Ells and reducers.
Prerequisite: AIRC 2307 or consent of instructor.

AIRC 2328 Commercial Refrigeration II (2-4)
An advanced course which covers components, accessories and service of commercial ice machines and other specialized refrigeration units. This course is a Capstone for the commercial refrigeration certificate and must be completed in the last semester.
Prerequisite: AIRC 1301, 1311 or consent of instructor.

Art 1002

A student majoring in art should see a Tyler Junior College faculty advisor for help in completing a course plan. Students planning to transfer art credit toward a bachelor's degree are required to prepare and retain a portfolio of their work to facilitate their transfer.

ARTS 1301 Art Appreciation
(3-0) (CB5007035130)
A humanities course featuring principles of design from the layman's point of view; a general introduction to selected works of visual art in drawing, painting and sculpture for a deeper appreciation of the creative process.

ARTS 1303 Art History I
(3-0) (CB5007035230)
Painting, sculpture, architecture and crafts from prehistoric time to the end of the Middle Ages through the use of critical and analytical slide-illustrated lectures and text study.

ARTS 1304 Art History II
(3-0) (CB5007035230)
Painting, sculpture, architecture and crafts from early Renaissance time to the present through critical and analytical slide-illustrated lectures and text study.

ARTS 1311 Design I
(3-3) (CB5004015330)
The art elements and principles with emphasis upon two-dimensional designs using a wide range of media and techniques.

ARTS 1312 Design II
(3-3) (CB5004015330)
Three Dimensional Design concepts.

ARTS 1316 Drawing I
(3-3) (CB5007055230)
Still life, landscape and architectural subjects with emphasis upon drawing skills including line, value, proportion and perspective using a wide variety of drawing media and techniques.

ARTS 1317 Drawing II
(3-3) (CB5007055230)
The head and human figure using various media and techniques including basic skeletal and muscular structure of the human figure as related to drawing.

ARTS 1413 Art for Pre-School and Elementary School
(3-3) (CB5007015131)
Preschool and elementary art explored through a wide variety of actual techniques and media with both two- and three-dimensional design projects including art appreciation, critique and curriculum formation.

ARTS 2143 Contemporary Issues in Art (1-1) (CB5007035330)
Study of art history and culture through the exploration of contemporary art works with an emphasis on aesthetic judgement and growth. Includes required field trips at student expense. May be repeated for credit when topics vary.

ARTS 2270 Museum Internship
(1-6) (CB2401035230)
Training in the professional and technical practices of a museum under the direction of the museum director, students will work in the areas of: exhibition installation and registration, collection research, museum methods and general office processes.
Prerequisite: Program director approval required.

ARTS 2316 Painting I
(3-3) (CB5007085230)
An introduction to the problems of painting and composition in oil and/or acrylic media including color and value mixing charts, simple objects, still lifes and landscapes done in an objective and representational manner.

ARTS 2317 Painting II
(3-3) (CB5007085230)
A continuation of ARTS 2316 with emphasis on more creative and experimental areas of painting styles with a wide range of subjects and techniques including abstraction and non-objective art.

ARTS 2333 Printmaking I
(3-3) (CB5007105130)
Exploration of ideas using various printmaking processes.

ARTS 2334 Printmaking II
(3-3) (CB5007105130)
A continuation of ARTS 2333 with emphasis on personal artistic expression utilizing traditional and non-traditional printmaking processes.

ARTS 2336 Fiber Arts I
(3-3) (CB5007125130)
Introductory weaving, exploratory studies in the use of textiles as a form of art, the use of simple hand looms and introduction to operation of the floor loom.

ARTS 2337 Fiber Art II
(3-3) (CB5007125130)
A continuation of ARTS 2336.

ARTS 2346 Ceramics I
(3-3) (CB5007115130)
Basic ceramic process, materials and techniques, plus hand building, glazing and firing procedure with an introduction to the use of the potter's wheel.

ARTS 2347 Ceramics II
(3-3) (CB5007115130)
Problems in ceramics with personal and professional development in forming and decorating techniques as well as mastery of potter's wheel and glaze calculation.

ARTS 2366 Water Color Painting
(3-3) (CB5007085330)
An introduction to the water color medium as a means of artistic expression in the interpretation of still lifes and landscapes done in a representational manner.

Astronomy

A student majoring in astronomy should see a Tyler Junior College faculty advisor for help in completing a degree plan.

PHYS 1411 Introduction to Astronomy I (3-3) (CB4002015139)
An introduction to historical and observational astronomy focusing specifically on the members of our solar system and on basic observation skills and knowledge.

PHYS 1412 Introduction to Astronomy II (3-3) (CB4002015139)
An introduction to modern astronomy and basic observational techniques focusing on principles of stellar processes, types and evolution, galactic structures and cosmology and methods and techniques of modern astronomical observation.

Bible

Bible courses for college credit at Tyler Junior College are taught in the Baptist Bible chair, Wesley Foundation Methodist Bible chair, the Church of Christ Bible chair and the Association of Baptist Students Bible chair.

The granting of college credit for such courses is on the following basis:

1. All such courses must be based upon comprehensive syllabi approved by Tyler Junior College.
2. Such courses may not be taught from a sectarian viewpoint but must be historical or literary in nature.
3. The teacher of such courses must meet the same standards of academic preparation as required of teachers in other academic disciplines of the College.

4. A maximum of 12 semester hours will be accepted toward a degree.

A student majoring in Bible should see a Tyler Junior College faculty advisor for help in completing a course plan.

BIBL 1101 Selected Studies in the Old Testament (1-0)
A study involving either an Old Testament book or theme.

BIBL 1102 Selected Studies in the New Testament (1-0)
A study involving either a New Testament book or theme.

BIBL 1103 An Introduction to Christianity (1-0)
A study of theological terms, great Bible themes and a comparison of Christianity with other religions.

BIBL 1301 Survey of the Old Testament (3-0)
The history, literature and teachings of the Old Testament.

BIBL 1315, 1325, 2315, 2325, Bible Topics (3-0)
Different topics each semester. May repeat for credit as topic changes.

BIBL 1321 Survey of the New Testament (3-0)
The history, literature and teachings of the New Testament.

BIBL 2311 Life and Teachings of Jesus (3-0)
The life and teachings of Jesus Christ from the perspective of writers of the Gospels.

BIBL 2321 Life and Letters of Paul (3-0)
The ministry and thoughts of Paul found in the Acts of the Apostles and in his letters.

BIBL 2322 World Religions (3-0)
An interpretation of the fundamental insights, concepts and customs of the major religions of the world.

Biology 0401

A student majoring in biology should see a Tyler Junior College faculty advisor for help in completing a degree plan.

BIOL 1187 Special Topics in Biology I
(1-2) (CB2601015224)
Designed to integrate practical hands-on study in biological science.

BIOL 1188 Special Topics in Biology II
(1-2) (CB2601015224)
A continuation of BIOL 1187.

BIOL 1189 Special Topics in Biology III
(1-2) (CB2601015224)
A continuation of BIOL 1188.

BIOL 1406 Majors Biology I
(3-3) (CB2601015124)
A general study of the concepts of biology relating to the chemical and molecular basis of life, the cell, energy transformations and principles of genetics. For the science major.

BIOL 1407 Majors Biology II
(3-3) (CB2601015124)
A study of the principles of evolution and ecology as well as a taxonomic approach to the diversity of life, with special emphasis on the plant and animal kingdoms. Designed for the science major.

BIOL 1408 Introductory Biology I
(3-3) (CB2601015124)
Concepts of biology relating to the cell, classification, evolution and ecology as well as plants and invertebrates.

BIOL 1409 Introductory Biology II
(3-3) (CB2601015124)
Emphasizes the development, structure and function of organ systems in man.

BIOL 1411 General Botany
(3-3) (CB2603015124)
Introduction to the plant kingdom with emphasis on the importance of plants to man including principles of heredity and evolution.

BIOL 1413 General Zoology (3-3)
(CB2601015124)
Structure, physiology and development of animals; emphasis on vertebrate animals.

BIOL 2389 Special Topics in Biology IV
(2-3) (CB2601015224)
Topics will be at the discretion of the program director and will reflect current practices in biological sciences. Students who take this course cannot take BIOL 1187, 1188 or 1189.

BIOL 2401 Anatomy and Physiology I
(3-3) (CB2607065124)
Functional anatomy with emphasis on basic principles and physiological activities of different systems of the body. A strong background in basic chemistry and introductory biochemistry, basic cellular biology and microscopic techniques is presumed. Credit in BIOL 1409 is strongly recommended.

BIOL 2402 Anatomy and Physiology II
(3-3) (CB2607065124)
A continuation of BIOL 2401.
Prerequisite: BIOL 2401.

BIOL 2406 Environmental Science
(3-3) (CB0301025239)
Introduction to basic ecological principles, biotic interrelationships in aquatic and terrestrial communities and environmental issues that have national and global effects.

BIOL 2416 Genetics
(3-3) (CB2606135124)
Principles of molecular and classical genetics, the function and transmission of hereditary material, population genetics and genetic engineering.
Prerequisite: One year of biology.

BIOL 2417 Comparative Vertebrate Anatomy (3-4) (CB2607065124)
Comparative study of morphology, physiology and phylogeny of vertebrate organ systems. Recommended for biology, premedical and predental majors.
Prerequisites: BIOL 1406, 1407, 1411 or 1413.

BIOL 2420 Microbiology
(3-3) (CB2605015124)
Characteristics and activities of microorganisms and their relation to health and disease. A strong background in basic chemistry and introductory biochemistry, basic cellular biology and microscopic techniques is presumed. For the health science student. Credit in BIOL 1409 is strongly recommended.

BIOL 2421 Majors Microbiology
(3-4) (CB2605015124)
Study of the morphology, physiology, ecology, genetics, control and taxonomy of microorganisms. Laboratory methods stress pure culture studies and the use of laboratory apparatuses in quantitative determinations. For the science major.
Prerequisites: CHEM 1412, BIOL 1406, 1407 or approval of instructor.

BIOL 2471 Native Plants
(3-3) (CB2603015224)
Study of plants native to East Texas with special concentration on the wildflowers while lab and field work emphasizes plant family characteristics. Field collections required.

Business Administration 0501

A student majoring in business is encouraged to see a Tyler Junior College faculty advisor or academic counselor for assistance in completing a degree plan.

BUSI 1301 Introduction to Business (3-0) (CB5201015125)
Provides an overall picture of business operations, develops a business vocabulary and includes an analysis of the specialized fields within the business organization and of the role of business in modern society. This is also offered through instructional television.

BUSI 2301 Business Law (3-0) (CB2201015125)
Introduction to the principles and elements of contracts, warranties, commercial paper, principal-agency relationships, personal and real property and estate law. Also offered through instructional television.

BUSI 2302 Legal Environment in Business (3-0) (CB2201015225)
Law's effects on business and individuals, to include contracts, torts, agency, administrative law, labor and employment law, environmental law, ethical standards and law and international business.

ACCT 2401 Principles of Financial Accounting (3-3) (CB5203015125)
A study of financial accounting: the accounting cycle, double-entry bookkeeping, preparation and analysis of financial statements.
Prerequisite: COSC 1375.

ACCT 2402 Principles of Managerial Accounting (3-3) (CB5203015125)
Emphasis on managerial decision-making based on analysis of cash flow, price level changes, financial statements, ratios, manufacturing cost, investments, and an in-depth study of planning costs and systems.
Prerequisite: ACCT 2401.

Business Management 5822

This program is designed for the individual who wishes to establish a firm educational foundation in the area of general business and management. The curriculum is an applied and practical course of study that meets the requirements of students preparing for careers in business and management, as well as the needs of returning students who wish to update or acquire new management skills.

Students who successfully complete the two-year program are eligible for the associate in applied science degree in business management.

BUSI 1371 Elementary Accounting I (3-0)
Presents the double-entry system for the accounting cycle of a business organization with an emphasis on general and special journals, ledgers, financial statements and payroll.

BUSI 1372 Elementary Accounting II (2-4)
A continuation of BUSI 1371. Operation of an automated accounting software system in a small business environment. Includes: general ledger and financial reporting, payables/receivables, cash management and billing. Practice set required.
Prerequisite: BUSI 1371 and COSC 1375 or equivalent.

BUSI 2350 Business Financial Operations (2-2)
Discusses the control of physical and financial resources. Topics will address internal controls, purchasing control and management, payables and receivables management and budgeting.

BUSI 2360 Professional Skills (2-4)
Provides the student with personal skills required for professional success, to include leadership skills, team-building skills, time management, interviewing and resume-writing skills, personal financial management and professional etiquette. Certificate program candidates must take this course in their final semester.

BUSI 2372 Current Issues in Business (3-0)
Discussion of current topics applicable to the business community

BUSI 2380 Management Development Seminar I (1-20)
See MGMT 2381 for course description.

BUSI 2385 Special Topics In Business (3-0)
Topics will reflect current theories and practices in business.

BUSI 2386 Special Topics in Business (3-0)
Same as BUSI 2385.

BUSI 2387 Special Topics in Business (3-0)
Same as BUSI 2385.

BUSI 2390 Capstone (3-0)
A systhesis of all completed work incorporated into a final project. Team effort in problem evaluation, documentation skills, presentation skills, etc. with judged results.
Prerequisite: Sophomore standing.

MGMT 1301 Principles of Management I (3-0)
The basic principles of management including planning, organizing, staffing, leading and controlling.

MGMT 1302 Organizational Behavior (3-0)
The study of behavior in organizations with an applied approach to the integration of management theory and the skills of motivation, communication and leadership for the purpose of increasing job performance and organizational effectiveness.

MGMT 1303 Principles of Management II (3-0)
An applications approach to management, with an emphasis on applying current management theories and concepts in problem-solving and modeling.
Prerequisite: MGMT 1301.

MGMT 1312 Principles of Marketing (3-0)
A general analysis of the economic and social aspects of the distribution of goods and services including a study of the marketing structure.

MGMT 2321 Merchandise Management (3-0)
Basic principles of management and inventory control of retailing and wholesaling including pricing, promotion, customer relations and location. Also addresses relationship of the buying process to other organization functions such as warehousing and shipping.

MGMT 2322 Small Business Management (3-0)
The aspects of management and operations unique to a small business and factors influencing business success and failure.

MGMT 2323 Human Resource Management (3-0)
Provides a complete, comprehensive review of essential personnel concepts and techniques, topics include job analysis, testing, recruiting, compensation, appraisal, equal employment, labor relations and occupational safety.

MGMT 2324 Personal Selling and Advertising (3-0)
The basic principles of personal salesmanship including a study of methods, problems and duties of a salesperson, and the fundamental concepts of advertising to provide the knowledge needed to adapt to the various advertising problems.

MGMT 2325 Facility Design and Merchandise Presentation (3-0)
Planning and layout of merchandise and retail facilities. Methods and techniques relating merchandising to points of purchase, profit and inventory.

MGMT 2350 Ethics in Business and Management (3-0)
An issue driven course that analyzes ethical theory as applied to management decision making and business policy.

MGMT 2372 Current Issues (3-0)
Discussion of current topics applicable to the business community.

MGMT 2380 Management Development Seminar I (1-20)

MGMT 2381 Management Development Seminar II (1-20)
Supervised study providing practical experience and application of principles in various phases of business and economic activities. The work study environment is arranged by the student and approved by the instructor. An individual training plan will be developed for each student.
Prerequisite: Sophomore standing.

MGMT 2384 Retail Merchandising (3-0)
Covers the essential elements of organizing and operating the retail store with emphasis on the analysis of buying, pricing, credit, collection, promotion, display, inventory and control.

MGMT 2385 Special Topics in Management (3-0)
Topics will reflect current theories and practices in industrial settings. May be repeated for credit when topics change.

MGMT 2386 Special Topics in Management (3-2)
Topics will reflect current theories and practices in industrial settings.

MGMT 2387 Special Topics (3-0)
Topics will reflect current theories and practices in business.

MGMT 2390 Capstone (3-0)
A synthesis of all completed work incorporated into a final project. Team effort in problem evaluation, documentation skills, presentation skills, etc. with judged results.
Prerequisite: Sophomore standing.

Chemistry 0401A

Students who have not studied chemistry in high school are advised to complete CHEM 1370, Basic Chemistry prior to enrolling in CHEM 1305, Elementary Chemistry, or CHEM 1406, Fundamentals of Chemistry.

A student majoring in chemistry should see a Tyler Junior College faculty advisor for assistance in completing a degree plan.

CHEM 1305 Elementary Chemistry
(3-2) (CB4005015139)
Elementary inorganic, organic and biochemistry suited for persons interested in dental hygiene, emergency medical technology, and respiratory therapy programs.
Note: Neither Chemistry 1405-1407, 1406-1408 nor 1305 is substituted for Chemistry 1411-1412 in meeting prerequisites in scientific curricula.

CHEM 1370 Basic Chemistry
(3-0) (CB4005015139)
Fundamental principles of chemistry and related mathematics for students with little or no chemistry or science background. Will not be counted in lieu of other chemistry courses listed.

CHEM 1405 Introductory Chemistry I
(3-3) (CB4005015139)
Introduction and non-technical survey of chemistry with emphasis on role of chemistry in problems of contemporary society. Suited for non-science majors. This is also offered through instructional television.

CHEM 1406 Fundamentals of Chemistry (3-3) (CB4005015139)
Elementary inorganic and organic chemistry, especially suited for persons interested in the health professions.

CHEM 1407 Introductory Chemistry II
(3-3) (CB4005015139)
Continuation of Chemistry 1405. Emphasis on organic and biochemistry.
Prerequisite: CHEM 1405 or 1411.

CHEM 1408 Fundamentals of Organic and Biochemistry
(3-3) (CB4005015139)
Continuation of CHEM 1406 with emphasis on organic and biochemistry.
Prerequisite: CHEM 1406.

CHEM 1411 General Chemistry I
(3-4) (CB4005015239)
Serves as prerequisite requirement for engineering, medicine, dentistry and other professional courses requiring advance work in chemistry. Lab work includes an introduction to quantitative analysis.
Prerequisite: CHEM 1370 or high school algebra II, or high school chemistry with high school algebra I.

CHEM 1412 General Chemistry II
(3-4) (CB4005015239)
Continuation of Chemistry 1411. Equilibrium, acid-base concepts, oxidation-reduction systems, reaction rates, electro-chemistry and selected topics in nuclear chemistry. Lab work includes an introduction to volumetric and qualitative analysis.
Prerequisite: CHEM 1411.

CHEM 2423 Organic Chemistry I (3-4) (CB4005045239)
Chemistry of compounds of carbon emphasizing energy, mechanism of reaction, synthesis, structure of organic molecules, sterochemistry and molecular conformations with lab work including an introduction to gas chromatography.
Prerequisite: CHEM 1412.

CHEM 2425 Organic Chemistry II (3-4) (CB4005045239)
Continuation of CHEM 2423 with lab work covering the use of infrared spectroscopy.
Prerequisite: CHEM 2423.

Child Development 5222

The child development curriculum combines lecture, laboratory and on-the-job training for a career in the area of child development. Students successfully completing the one-year program will gain entry level skills and are awarded the certificate of proficiency. Students successfully completing the two-year program will receive an educational foundation adequate to allow them to provide child development activities and/or advance toward becoming the director of a child development facility. Two year graduates will be awarded the associate in applied science degree in child development.

CHID 1310 & CHID 1320 Practicum I and II (1-12)
Seminar and on-the-job training. A training plan will be developed each semester for each student.
Prerequisite: First two semesters completed .

CHID 1311 Introduction to Child Development (2-4)
Students will gain an understanding of the history, philosophy and ethics of child development. This will include types of child development facilities as well as the laws and standards which govern them. Emphasis will be placed on the responsibilities of personnel in this field.

CHID 1312 Survey of Child Care Management (3-0)
An introduction to the mechanics of managing a child care facility which will include center scheduling, curriculum, lesson plans, teaching techniques, behavioral management and assessment of students and staff.

CHID 1313 Curriculum and Materials in the Child Care Facility (2-4)
The principles of curriculum development appropriate for educating preschool children. Students will participate in planning age-appropriate materials and activities including beginning mathematics, language, social studies and science concepts.

CHID 1314 Health Care and Safety (2-3)
A study of personal and community health which emphasizes protection against communicable diseases and accidents. Fundamental first aid, CPR, vision and hearing screening, safety and accident prevention will be covered.

CHID 1321 The Family and the Community (2-2)
The role of a child development center as it relates to the home environment, the interaction between parents and children as well as the relationships of the family to their community will be studied. Hypothetical records will be interpreted and case studies of young children will be developed .

CHID 1322 Growth and Development in Early Childhood (3-0)
An introduction to the needs of infants, preschool and special needs children resulting in an understanding of children's physical, emotional, social and cognitive development.

CHID 1323 Creative Activities (2-4)
A continuation of CHID 1313 which includes a study of activities relating to conceptual learning, recreation, arts, crafts, music, dance, children's literature, storytelling and learning center activities.
Prerequisite: CHID 1313.

CHID 1324 Child Health and Nutrition (2-4)
Health and nutrition as they contribute to and affect a child's growth and development.

CHID 2311 The Special Child (3-0)
The differences in special needs children will be studied with emphasis on their special needs and how best to meet these needs.

CHID 2312 Preschool Theory and Application (3-1)
Various learning processes relating to the nature and conditions of learning and motivation will be studied to provide the knowledge necessary to access the preschool student's learning needs and develop appropriate learning activities.

CHID 2321 Child Care Issues (2-4)
An in-depth study of current issues relating to child development. Each student will develop and report on a research project.

CHID 2322 Child Care Facility Management (3-0)
Management theories and their application to a child care facility.

Computer-Aided Drafting and Design 8622

High technology and microcomputers have revolutionized the drafting and design processes of American industry. The technological changes resulting from the introduction of the microcomputer have led to the new and emerging technology, computer-aided drafting and design (CADD). CADD drafters use the microcomputer to prepare clear, complete and accurate working plans, detail drawings, sketches, illustrations and charts. The computer-aided drafting and design program provides the student the opportunity to study architectural, electronic, machine, pipe, structural and map drafting as well as plane surveying. A one-year certificate of proficiency is available to students completing certain designated courses. After successful completion of the two-year program, the student receives the associate in applied science degree.

CADD 1311 Mechanical Drawing I (2-4)
An introduction to the theory and practice of sketching, working drawings, pictorial drawings, dimensioning and computer graphics while stressing line values, lettering and industrial applications.

CADD 1312 Descriptive Geometry (2-4)
A study of the problem solving principles of orthographic projection and descriptive geometry.
Prerequisite: CADD 1311.

CADD 1321 Illustration Drawing (2-4)
Freehand sketching and instrument drawing are emphasized in the preparation of pictorial drawings, charts and graphs.

CADD 1362 Computer-Aided Electronics Drafting (2-4)
Basic computer-aided drafting for electrical and electronics drafting covering theory of electronics, schematics, printed circuit boards, wiring diagrams and integrated circuits.

CADD 1431 Introduction to AutoCad (3-3)
An introduction to the commands and functions of the AutoCad computer-aided drafting software package. Emphasis on applying the system to practical drafting and design problems.

CADD 1432 Computer-Aided Machine Drafting (3-3)
An advanced mechanical drafting course which uses CAD to draw a complete set of drawings from detail drawings to completed assembly drawing.
Prerequisite: CADD 1311, 1431.

CADD 1492 Introduction to Microstation (3-3)
An introduction to the Intergraph Microstation computer-aided drafting software package, including design fundamentals, 2D and 3D views, plotting and advanced operations.

CADD 2334 Advanced Computer-Aided Drafting (2-4)
The Capstone course for the associate in applied science and certificate of proficiency programs in CADD. Students apply advanced CADD techniques to course length projects and build a professional portfolio.
Prerequisite: CADD 1431.

CADD 2343 Computer-Aided Architectural Drafting (2-4)
Computer-aided applications for plans of a single story residence. The study includes site plan, floor plans, foundation plan, elevations, details and schedules.
Prerequisite: CADD 1431.

CADD 2344 Computer-Aided Architectural Drafting II (2-4)
Computer-aided drafting applications for a set of plans for a light commercial structure. Areas of study include site plan, floor plan, foundation plan, elevations, details and building schedules.
Prerequisite: CADD 2343.

CADD 2373 Computer-Aided Structural Drafting (2-4)
Design and fabrication detailing of structural steel frameworks and components using CAD. Included are structural shapes, bolted and welded connections, beams, columns, trusses, bracing and frameworks.
Prerequisite: CADD 1431.

CADD 2383 Computer-Aided Pipe Drafting (2-4)
Computer-aided applications to pipe drafting, the study includes terminology, valves, fittings, vessels, symbols, isometrics, flow diagrams, plot plans, and elevations.
Prerequisite: CADD 1431.

CADD 2384 Advanced Computer-Aided Pipe Drafting (2-4)
Computer-aided applications for making isometric pipe spool drawings with emphasis on solutions to equipment location placement and theory for the advanced piping student.
Prerequisite: CADD 2383.

CADD 2424 Map Drafting (3-3)
The preparation of lease, township, topographic, highway and ownership maps is covered. Inking and calculations from surveyor's notes are included.

CADD 2454 Plane Surveying (3-3)
Care and use of surveying and mapping equipment with lab problems including topography, traverse closures, profiles and borrow pit calculators.

Computer Science 6021

The College provides students with both entry and advanced computer skills and a continued path of education to meet current and future job responsibilities. Computer Science offers high quality instruction in current networking technology, current generation hardware and state-of-the-art software in four program options. These options are: A one semester Certificate of Proficiency, Computer Information Systems Applications; A two-semester option which leads to the Certificate of Proficiency, Computer Information Systems Management. A two-year degree option, Associate in Applied Science Degree in Applications Programming, which provides the skills needed for entry/mid level programming assignments; and a two-year Networking Technologies degree option which provides industry certified training in computer networks.

COSC 1306 Introduction to Computers (3-0)
Provides a thorough introduction to the history, concepts, and terminology involving computers. BASIC language and use of standard applications packages included. This course is also offered through instructional television.

COSC 1307 Computer Literacy (2-4)
Introductory hands-on course using microcomputers to study system commands and major desktop software packages. Includes history of computers.

COSC 1310 Introduction to Programming for Non-Programming Majors (2-4)
An introduction to structured programming using the C++ programming language. This course is designed for non-computer science majors interested in learning programming concepts, from basic design through program coding.

COSC 1360, 1361 Special Topics (3-0)
Topics will be at the discretion of the program director and will reflect current practices and equipment in the computing field. May be repeated for credit when topic changes.

COSC 1362 Advanced Operating Systems (2-4)
Study and use of the operating systems, including application, editor and system commands. Emphasis is on UNIX.
Prerequisite: COSC 1371.

COSC 1363 Data Structures (3-1)
Advanced programming techniques emphasizing abstract data types (ADT's). Includes development and implementation of arrays, records, linear lists, stacks, queues, trees and graphs. Also includes recursive techniques and pointer types.
Prerequisite: COSC 1320, 2371.

COSC 1371 DOS/Windows (2-4)
Investigation of general operating systems environment, including the use of DOS and Windows and the hardware/software of a contemporary operating system.

COSC 1373 Hardware/Software (3-0)
Study of software operations, hardware components and peripheral devices. Study of standard utility packages used in computing environment.

COSC 1376 Spreadsheet Concepts (2-2)
Spreadsheet concepts including macro creation.

COSC 1377 Introduction to Computer Programming Logic (3-0)
Introduction to the design of programs using structured programming techniques.

COSC 1378 Advanced Computer Programming Logic (3-0)
An advanced study of structured programming logic.
Prerequisite: COSC 1377 or consent of the instructor.

COSC 1379 Telecommunications (3-0)
Introduction to business telecommunications. Study of communications hardware, software and signaling used in transferring data between computers. A data communications framework is provided and industry protocols discussed. Introduction to fundamental and advanced skills needed by system managers for daily management operation. Provides detailed information on data communications, networking and connectivity.

COSC 1380 Introduction to Networking (3-0)
Industry language introduced and basic networking concepts provided. A data communications framework is provided and the popular industry protocols are discussed.

COSC 1383 Network Technology (3-0)
Provides detailed information on data communications, network connectivity. Includes coverage of data communications models and protocols.
Prerequisite: COSC 1481.

COSC 1416 Computer Programming: Basic (3-3)
Develops beginning programming skills as commonly implemented in business and scientific environments.
Prerequisites: COSC 1377, 1418 or consent of instructor.

COSC 1417 Computer Programming: FORTRAN (3-3)
A study of high-level, math-oriented language.
Prerequisite: COSC 1377.

COSC 1418 Computer Programming: PASCAL (3-3)
An introduction to structured programming concepts using the PASCAL programming language.

COSC 1419 Computer Programming: Assembly Language (3-3)
A detailed study of IBM mainframe assembly language programming and debugging techniques.
Prerequisite: COSC 1377.

COSC 1420 Computer Programming: C (3-3)
A study of structured program development using the C++ programming language. Includes multi-module development and the usage of pointers.
Prerequisite: COSC 1377.

COSC 1432 Computer Programming: COBOL (3-3)
A high-level business language using structured techniques in a mainframe environment.
Prerequisite: COSC 1377.

COSC 1475 Business Information Systems (3-3)
A study of the concepts and terminology used with computers from a business perspective. Includes continued study in word processing, spreadsheet, and database. (Meets prerequisite for ACCT 2401.) (Keyboard skills suggested.)

COSC 1481 Network Systems Management I (3-3)
Introduction to fundamental skills needed by network administrators for daily network operation. Included the management of directory services, the file system, printing, security and the file server.
Prerequisite: COSC 1380 and 1371.

COSC 1482 Network Systems Management II (3-3)
An additional, elective, course in network systems management covering the same concepts as Network Systems Management I, but using a different networking environment.
Prerequisite: COSC 1380.

COSC 1484 Managing Small Networks (3-3)
Provides students with the necessary knowledge and skills to perform fundamental network operations and administration. The course includes user setup, directory structure, security design and backup procedures.

COSC 2307 Advanced Software Applications (2-4)
Advanced use of application software and how software can be integrated together. Covers use of word processing, spreadsheet, and data base software including macro use, dynamic data exchange, and object linking and embedding.
Prerequisites: COSC 1307, 1475 or consent of instructor.

COSC 2332 Advanced Computer Programming: COBOL (3-1)
File maintenance, structures and utilities using COBOL language.
Prerequisite: COSC 1432 or consent of the instructor.

COSC 2360, 2361 Special Topics (3-0)
Topics will be at the discretion of the program director and will reflect current practices and equipment in the computing field. May be repeated for credit when topic changes.

COSC 2370 Computer Programming: RPG II (3-1)
A study and use of RPG II Language.
Prerequisite: COSC 1377.

COSC 2371 Object Oriented Programming (3-1)
A study of the "object oriented" approach to developing software emphasizing code reusability through data hiding, encapsulation, inheritance ond polymorphism. Uses the C++ programming language.
Prerequisite: COSC 1420.

COSC 2373 Current Computer Science Topics (2-4)
Exploration of emerging technologies through reports, group projects and interaction with local industry to allow first-hand knowledge of structure and operation of computer MIS (Management Information System) departments.
Prerequisites: Two computer programming languages and sophomore standing.

COSC 2374 Capstone (3-0)
A synthesis of all completed work incorporated into a final project. Team effort in design, selection of software/ hardware, functionality, documentation skills, etc. with judged results. Must be taken in the final semester of applied programming option.
Prerequisites: COSC 2390 and a programming course, and must be sophomore standing.

COSC 2376 Capstone (3-0)
A synthesis of all completed work incorporated into a final project. Team effort in design, selection of software/ hardware, functionality, documentation skills, etc. with judged results. Should be taken in the final semester of certificate of proficiency, computer information systems applications.

COSC 2377 Capstone (3-0)
A synthesis of all completed work incorporated into a final project. Team effort in design, selection of software/hardware, functionality, documentation skills, etc. with judged results. Should be taken in the final semester of certificate of proficiency, computer information systems management.

COSC 2378 Networking Capstone (3-0)
A synthesis of all completed work incorporated into a final project. Team effort in design, selection of software/hardware, functionality, documentation skills, etc. with judged results.
Prerequisite: Sophomore standing.

COSC 2472 DataBase Concepts (3-3)
DataBase concepts including programming.

COSC 2485 Advanced Networking (3-3)
Advanced network management skills in more complex network environments including wide area network environments.
Prerequisite: COSC 1481.

COSC 2487 Network Maintenance (3-3)
In-depth, hands-on, study of network maintenance and troubleshooting. Covers troubleshooting techniques and common network hardware and software problems.
Prerequisite: COSC 1481.

COSC 2489 Network Communications (3-3)
Protocol intensive study of network connectivity focusing on network design, configuration, and management.
Prerequisite: COSC 1481.

COSC 2390 Systems Analysis (3-0)
Introduction to essential principles of the systems development cycle and the tools and techniques which can be applied in each phase of the cycle.

Criminal Justice 7021

Students successfully completing this program receive the associate in applied science degree law enforcement option and may sit for the Texas peace officer licensing examination.

CRIJ 1301 Introduction to Criminal Justice (3-0)
Provides an overview of the United States and European criminal justice systems.

CRIJ 1306 The Courts and Criminal Procedure (3-0)
The judiciary in the criminal justice system, structure of the American court system, prosecution, right to counsel, pre-trial release, grand juries, adjudication process, types and rules of evidence and sentencing.

CRIJ 1307 Crime in America (3-0)
American crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes and prevention of crimes.

CRIJ 1310 Fundamentals of Criminal Law (3-0)
A study of the nature of criminal law, philosophical and historical development, major definitions and concepts, classifica-tion of elements of crimes and penalties using Texas statutes as illustrations and criminal responsibility.

CRIJ 1318 Patrol Administration (3-0)
Introduces the student to an overview of basic patrol procedures used in crime prevention and police field operations.

CRIJ 1320 Juvenile Law and Procedures (3-0)
A study of juvenile behavior to provide insight into the conditions that are believed to cause deviant acts by juveniles.

CRIJ 1321 Probation and Parole (3-0)
Introduces the student to criminal corrections and its place in the criminal justice system.

CRIJ 1322 Criminology (3-0)
Presents theories, causes of crime and criminal typologies.

CRIJ 2301 Community Resources in Corrections (3-0)
An introductory study of the role of the community in corrections, community programs for adults and juveniles, administration of community programs, legal issues and future trends in community treatment.

CRIJ 2313 Correctional Systems and Practices (3-0)
Corrections in the criminal justice system, organization of correctional operations, alternatives to institutionalization, treatment and rehabilitation and current and future issues.

CRIJ 2314 Criminal Investigation (3-0)
Investigative theory, collection and preservation of evidence, sources of information, interview and interrogation, use of forensic sciences and case and trial preparation.

CRIJ 2323 Legal Aspects of Law Enforcement (3-0)
Police authority, responsibilities, constitutional restraints, laws of arrest, search and seizure, and police liability.

CRIJ 2328 Police Systems and Practices (3-0)
The police profession, organization of law enforcement systems, the police role, ethics, police community interaction and current and future issues.

CRIJ 2331 Traffic Planning and Administration (3-0)
Introduces the student to the problems of traffic control using the Texas motor vehicle laws as a guide.

CRIJ 2336 Criminalistics (3-1)
Introduces the student to the forensic laboratory with emphasis placed on identification, collection and preservation of evidence.

CRIJ 2337 Criminal Justice Practicum (1-20)
Field program designed to provide observation and actual work experience in the various public and private agencies in which a student is assigned.

CRIJ 2338 Capstone Experience (3-0)
Provides an opportunity for students to apply the principles of law enforcement through various individual and team assignments designed to prepare them for the TECLOSE licensing examination.
Prerequisite: Sophomore standing.

CRIJ 2433 Texas Peace Officer Law (3-4)
Laws directly related to police field work including traffic, intoxicated drivers, penal code, elements of crimes, the family code, alcoholic beverage code and civil liability.

CRIJ 2434 Texas Peace Officer Procedures (3-4)
Techniques and procedures used by police officers on patrol including controlled substance identification, handling abnormal persons, traffic collision investigation, notetaking and report writing, vehicle operation, traffic direction, crowd control and jail operations.

CRIJ 2535 Texas Peace Officer Skills (3-5)
Demonstration and practice of the skills expected of a police officer Includes patrol, traffic stops, use of force, mechanics of arrest, firearms safety and emergency medical care.
Prerequisite: Must meet Texas Peace Officer eligibility under TECLOSE rules.

Dance 1007A

A student majoring in dance should see a Tyler Junior College faculty advisor for help in completing a course plan.

DANC 1112 Dance Practicum
(0-3) (CB3601145130)
Participation and instruction in a variety of dance activities and techniques. Summer only.

DANC 1113 Dance Practicum
(0-3) (CB3601145130)
A continuation of DANC 1112. Summer only.

DANC 1210 Tap I
(2-1) (CB3601145130)
Instruction and participation in tap dancing as part of the performing arts as well as an exploration of tap techniques with focus on style, rhythm and dynamics.

DANC 1211 Tap II
(2-1) (CB3601145130)
A continuation of DANC 1210. Introduces concepts of group and solo work.

DANC 1212, 1213, 2212, 2213 Dance Practicum (1-5) (CB3601145130)
A practicum in dance as a performing art.

DANC 1341Ballet I
(1-5) (CB5003015230)
Instruction and participation in ballet as part of the performing arts, plus exploration of ballet technique with emphasis on a long series of movements, beats, adagio, jumps, etc., while stressing clarity of movements as well as precision in execution.

DANC 1342 Ballet II
(1-5) (CB5003015230)
Introduces variations from the classical and neo-classical repertoire.
Prerequisite: DANC 1341.

DANC 1345 Modern Dance I
(2-1) (CB5003015230)
Instruction and participation in modern dancing as part of the performing arts; includes exploring individual potential using self-awareness techniques in the areas of structure and alignment, breathing and relaxation and imaging and improvisation.

DANC 1346 Modern Dance II
(2-1) (CB5003015230)
Introduces concepts of partnering along with solo group work.
Prerequisite: DANC 1345.

DANC 1347 Jazz Dance I
(2-1) (CB5003015230)
Instruction and participation in jazz dancing as part of the performing arts as well as an exploration of jazz technique with focus on style, rhythm and dynamics.

DANC 1348 Jazz Dance II
(2-1) (CB5003015230)
Introduces concepts of solo and group work.
Prerequisite: DANC 1347.

DANC 2112 Dance Practicum
(0-3) (CB3601145130)
Basic fundamentals and interpretations of dance with the principles and applications applied to the interpretation of modern and conventional dance.
Summer only.

DANC 2113 Dance Practicum
(0-3) (CB3601145130)
A continuation of DANC 2112.
Summer only.

DANC 2303 Dance Appreciation
(3-0) (CB5003015430)
A survey of primitive, classical and contemporary dance and its interrelationship with cultural developments and other art forms.

DANC 2341 Ballet III
(1-5) (CB5003015230)
A continuation of the development of ballet technique including more complicated exercises at the barre and centre floor while stressing precision of movement.
Prerequisite: DANC 1342.

DANC 2342 Ballet IV
(1-5) (CB5003015230)
Begins pointe for women and specialized beats and tours for men while developing individual proficiency and technical virtuosity.
Prerequisite: DANC 2341.

Dental Hygiene 8034

The purpose of the dental hygiene program is to prepare competent dental hygienists to meet the oral health care needs of the public. Through basic education in the dental hygiene program, students acquire knowledge and proficiency to become functioning members of the dental health care delivery team.

The program provides 24 months of theoretical and clinical training at the college level leading to the associate in applied science degree in dental hygiene.

Since enrollment in this program is limited to 24 places each year, those applying for admission must make application directly to the dental hygiene program office. See the Selected Admissions requirements in the admissions section of this *Catalog.*

Priority consideration is given to those applicants whose college transcripts show completion of 12 semester hours of college academic courses with a GPA of 2.5 or higher.

All required courses of the associate degree curriculum must be completed with a "C" or better. Having **not** received a "C" or better **in any prerequisite course**, the student may not progress until the deficiency has been removed. Graduates who successfully pass the Dental Hygiene National Board examination are eligible to take state licensing exams in states where they plan to practice.

Science courses taken after application and acceptance to the Tyler Junior College dental hygiene program are expected to be taken at Tyler Junior College. Approval must be granted by the program director and instructional division dean for enrollment in a science course at another college or university. Transfer credit for science courses completed at other colleges and universities prior to application and acceptance at Tyler Junior College will require individual consideration.

DENH 1100 Introduction to Dental Hygiene (3.2-3.2) (5 weeks)
A study of the role of the dental hygienist in preventive dentistry and dental terminology.
Prerequisite: Admittance to program.

DENH 1121 Dental Materials (1-1)
Identification, properties, manipulation, application and maintenance of materials used in dentistry.
Prerequisite: DENH 1100.

DENH 1222 Pathology (2-0)
Basic pathology relevant to dental hygiene practice.
Prerequisite: BIOL 2401, 2402, 2420, DENH 1312, 1314.

DENH 1223 Oral Pathology (2-0)
A study of diseases affecting the oral cavity.
Prerequisite: DENH 1312, 1314, BIOL 2401, 2402, 2420.

DENH 1313 Dental Hygiene Clinic I (1-8)
Theory and principles of instrumentation, current practices in infection control and hazard communication complying with OSHA guidelines.
Prerequisite: DENH 1100.

DENH 1314 Oral Histology and Embryology (3-0)
Microanatomy of oral cavities, development and function.
Prerequisite: BIOL 2401, 2402, DENH 1100.

DENH 1411 Dental Hygiene Radiography (3-3)
Radiographic techniques, processing and mounting and radiation safety procedures.
Prerequisite: DENH 1100.

DENH 1412 Oral Anatomy and Physiology (3-2)
Normal clinical appearance and functions of anatomical structures of the oral cavity, head and neck.
Prerequisite: BIOL 2401, 2402, DENH 1100.

DENH 1424 Dental Hygiene Clinic II (2-8)
Study of treatment considerations for patients with special needs. Beginning clinical practice on patients.
Prerequisites: DENH 1413 and 1411.

DENH 2132 Clinical Nutrition (1-1)
Nutrition in dentistry including instruction in computing kilocalorie requirements for basal metabolism, activity, specific dynamic action and percentages of fat in the diet.
Prerequisite: CHEM 1305.

DENH 2141 Seminar (1-0)
A study of practice management skills with emphasis on communicating with dental patients.
Prerequisite: Enrollment in second year DENH courses.

DENH 2231 Pharmacology (2-0)
Concepts of pharmacology in relation to dentistry.
Prerequisite: DENH 1222,1223, CHEM 1305.

DENH 2234 Community Dental Health I (2-1)
Promotion of dental health in the prevention of dental disease and public health methods.
Prerequisite: DENH 1324.

DENH 2242 Periodontology (1-3)
A study of the etiology and characteristics of peridontal disease with correlation of clinical treatment.
Prerequisite: DENH 1312, 1314, 1324.

DENH 2244 Community Dental Health II (2-1)
Implementation of community program plans and study of alternative practice settings in dental hygiene.
Prerequisite: DENH 2334.

DENH 2433 Dental Hygiene Clinic III (2-12)
Continuation of study on treatment considerations for patients with special needs with emphasis on maintenance and recall. Instrumentation and treatment planning for clinically difficult patients.
Prerequisite: DENH 1324.

DENH 2443 Dental Hygiene Clinic IV (2-12)
Maintenance of clinical skills with emphasis on ethical and legal concepts relating to the dental hygienist. A study of state practice acts regulating dental hygiene.
Prerequisite: DENH 2333.

Diagnostic Medical Sonography 8048

The one-year and two-year curricula are designed to prepare those who successfully complete either curriculum to perform diagnostic examinations using high frequency sound waves to visualize soft tissue structures as requested by a physician. Sonographers work in hospitals, clinics, laboratories and doctors' offices.

Enrollment directly in the second year courses is available to those individuals who already possess a two-year degree in an allied health science, or the equivalent, and professional licensure (such as, registered nurse, radiologic technologist or respiratory therapist, etc.) and to those with a bachelor's degree in a health science related field. (Anatomy and physiology classes must have been taken within the last five years). This may be waived with testing or director's approval.

After successful completion of the first year of the two-year curriculum (anatomy and physiology classes must have been taken within the last five years—no waiving), the student will be eligible to apply and compete with other applicants for acceptance to the second year of the curriculum. Enrollment is limited. Students who complete the two-year program will be awarded an A.A.S.

All required courses must be completed with a grade of "C" or better. A minimum grade of 75% is required in all diagnostic medical sonography courses (DMST). The student who does not earn the minimum score may not progress in the program.

Students who complete either curriculum are eligible to challenge the American Registry of Diagnostic Medical Sonographers (ARDMS) exam in general physics, abdominal, and OB/Gyn sonography.

See Selected Admissions requirements in the admissions section of this *Catalog.*

DMST 1232 Ultrasound Seminar (2-0) (14 weeks)
Discussion of diagnostic medical sonography subject areas and preparation of student A.R.D.M.S. Registry exam.

DMST 1301 Methods of Patient Care (3-0)
Includes nursing procedures and techniques used in general care of patients with special subjects emphasized including patient confidentiality and professional ethics.

DMST 1322 Sonography Physics I (3-0)
The nature, generation and detection of ultrasound. Physical principles based on the wave nature of sound. Including wave propagation and wave properties such as velocity, reflection, refraction, attentuation, interference and defraction. The basic components of an ultrasound detecting system are presented, including transducers and display systems for both A- and B-mode scanning. Methods of detecting motion are also discussed, including pulsed techniques, Doppler methods and real-time systems.

DMST 1323 Sonography Physics II (3-0) (18 weeks)
Continuation of physics to include transducers, Doppler, bioeffects and safety, and imaging modalities.

DMST 1402 Abdominal Ultrasound (3-4)
Study and uses of ultrasound in its application in the diagnosis of disorders of the abdomen. Differential diagnosis and clinical pathology as related to disorders of the abdomen.

DMST 1421Obstetrics and Gynecology Ultrasound (3-4) (18 weeks)
The applications and scanning methods of ultrasound in obstetrics and gynecology, non-pregnant uterus and early pregnancy examinations, estimation of gestational age, the placenta, late pregnancy, abnormal growth and development, amniocentesis, ectopic gestation, tumor and problems of pelvic inflammatory diseases and pelvic abcesses.

DMST 1501 Clinical Education I (0-29)
Supervised clinical education experience in an ultrasound department at a hospital/clinic.

DMST 1502 Clinical Education II (0-29) (18 weeks)
Supervised clinical education experience in an ultrasound department at a hospital/clinic.

DMST 1503 Clinical Education III (0-29) (14 weeks)
Continuation of clinical education in a ultrasound department.

DMST 1531 Special Studies in Ultrasound (4-4) (14 weeks)
Overview of echocardiography and vascular ultrasound.

Drafting 8622

(See Computer-Aided Drafting and Design)

Economics 2204

Students majoring in economics should see a faculty advisor for help in completing a course plan.

ECON 2301 Principles I Macroeconomics (3-0) (CB4506015142)
An examination of fundamental economic concepts and principles including macro-economic theory, national income, employment, monetary policy, fiscal policy and international trade. Sophomore standing suggested.

ECON 2302 Principles II Microeconomics (3-0) (CB4506015142)
A study of contemporary economic issues and problems including micro-economic theory, value and price determination, revenues and costs, market structure and income distribution. Sophomore standing suggested.

Electronics Technology and Electricity Courses 8824

Electronics is a fast-growing and exciting high-tech industry, full of challenges as new technology emerges. As a knowledge-intensive, sunrise industry, electronics promises to be of increasing importance to the United States and to the world's economy. Recent advances in microelectronics and the semiconductor industry, microcomputer applications, artificial intelligence, robotics, LASERs and fiber optics,

sophisticated communications equipment and alternate energy sources have led to an increased need for electronics technicians to maintain these high-technology systems. Electronics technicians design, prototype, install, maintain, troubleshoot and repair equipment in electronics and related industries.

The electronics technology curriculum provides the students the opportunity to study digital electronics, microprocessors, computers, industrial automation, robotics, electronic telecommunications and electrical power.

After successful completion of the two-year program, the student receives the associate in applied science degree.

ELEC 1370 Industrial Electricity/ Electronics (2-4)
Fundamentals of electricity and electronics as related to industrial applications. Electrical wiring, electric motors and industrial electronic devices are emphasized.

ELEC 1371 Industrial Power Applications (2-4)
An introduction to the generation, application and control of three-phase voltages including generators, transmission systems, transformers, three-phase motors and maintenance procedures.
Prerequisite: ELEC 1370.

ELEC 2370 Industrial Instrumentation and Motor Controls (2-4)
A study of electric motors and motor control devices common to a modern industrial environment. Relay controls, programmable controllers, ladder logic diagrams, microcontrollers and systematic maintenance and troubleshooting techniques are included.
Prerequisite: ELEC 1371.

ELTE 1311 DC and AC Circuit Analysis (2-4)
An introduction to analog electronics including resistors, inductors and capacitors in DC and AC circuits. Ohm's Law, network theorems, the j-operator, resonance and filters are emphasized.
Prerequisite: TMTH 1301 or concurrent enrollment.

ELTE 1312 Semiconductor and Microelectric Devices (2-4)
A study of semiconductor devices and circuits including diodes, transistors, industrial control devices, operational amplifiers, and analog microelectronic integrated circuits. Power supply circuits and amplifiers are emphasized.
Prerequisite: ELTE 1311.

ELTE 1321 Digital Logic Circuit Analysis (2-4)
An introduction to digital electronics including combinational logic circuit design and troubleshooting. Digital logic gates, Boolean algebra and Karnaugh maps are emphasized in the analysis of adders, encoders/decoders, multiplexers/ demultiplexers and arithmetic logic units.

ELTE 1322 Digital Systems and Microprocessors (2-4)
Advanced digital concepts and an introduction to microprocessor system architecture including sequential logic circuits, counters, registers, programmable logic devices and memory devices.
Prerequisite: ELTE 1321.

ELTE 1342 Industrial Electronics and Process Control (2-4)
Industrial control devices and applications including transformers, brushless and stepper DC motors, three-phase AC circuits, transducers, process control instrumentation and programmable controllers.
Prerequisites: ELTE 1311 and 1321.

ELTE 1351 Essential Electronics Skills (2-4)
An introduction to electronic circuit fabrication techniques, including schematic diagrams, soldering, printed circuit board design and printed circuit board production. The student constructs several electronics projects using a wide range of electronics components.

ELTE 1361 Basic Electronics Survey (3-0)
A survey of basic electronics for those students not majoring in electronics engineering technology. Introduces students to a wide variety of components and equipment most common to industry.

ELTE 1372 Introduction to Computer Hardware (3-0)
Explores fundamental computer hardware and its relationship to software and logic. For hobbyists and computer science students.

ELTE 2313 Electronic Communications (2-4)
The concepts and circuits of electronic communications systems including transmitters, receivers, and antenna systems as related to high-frequency and microwave propagation.
Prerequisite: ELTE 1312.

ELTE 2314 Telecommunications (2-4)
A study of modern telecommunication systems including telephone switching, digital modulation techniques, LASERS and fiber optics, satellite communications and telecommunications networks.
Prerequisites: ELTE 2313.

ELTE 2323 Assembly Language Programming for Microprocessors (2-4)
Machine and assembly language programming for microprocessors and microcomputers with an emphasis on problem solving, diagnostic software and troubleshooting techniques.

ELTE 2333 Microprocessor Systems Architecture (2-4)
Microprocessor systems architecture including the design, prototyping and troubleshooting of a microcomputer system. The student constructs a single-board microprocessor-based computer.
Prerequisites: ELTE 1322 and concurrent enrollment in ELTE 2323.

ELTE 2334 Microprocessor Interfacing (2-4)
Hardware and software interfacing techniques used in interfacing microcomputers to peripheral devices and data communication networks.
Prerequisite: ELTE 2333.

ELTE 2343 Industrial Automation (2-4)
Applications of programmable controllers, microcontrollers and industrial process control systems to the automation of manufacturing and processing industries. Electronic devices, power control circuitry, pulse modulation, telemetry and data communications are emphasized.
Prerequisite: ELTE 1342.

ELTE 2344 Industrial Robotics (2-4)
Students integrate information and skills acquired in previous course work with information in robotics, computer-integrated manufacturing and artificial intelligence to com-plete team-oriented course-long projects.
Prerequisites: ELTE 2343 or ELEC 2370.

ELTE 2354 Electronics Practicum (1-20)
The Capstone course for the A.A.S. in electronics technology program. Provides supervised work experience in an electronics-related position. A weekly seminar provides a forum to share work experiences with other students in the practicum.

Emergency Medical Technology 8040

The emergency medical technology program offers courses for state certification and for a two-year associate degree in applied science.

The student will be eligible to apply for certification as an emergency medical technician, emergency medical technician-intermediate, and emergency medical technician-paramedic. Certification at the state level may be achieved without completion of the requirements for degree. All courses are approved by the certifying organization, the Texas Department of Health Bureau of Emergency Management.

All courses of the emergency medical technology curriculum must be completed with a “C” or better to be eligible to take the state exam or progress to the next level course.

Enrollment in this program is limited.
See the Selected Admissions requirements in the admissions section of this *Catalog.*

EMMT 1110 Clinical Practice I (0-3)
Laboratory experience in emergency medical settings under the general supervision of the program director. Must be taken concurrently with EMMT 1410.

EMMT 1120 Practicum II (0-9)
Laboratory experience in emergency medical settings under the general supervision of the program director. Must be taken concurrently with EMMT 1420.

EMMT 1320 Mathematics for EMT (3-0)
The application of mathematics to problem solving in emergency medical technology, including the metric system, ratios and proportions, dilution calculations, percentages, IV calculations and oxygen administration calculations.

EMMT 1510 Emergency Medical Procedures I (3-5.25)
Basic emergency care with emphasis on skills-development. Lectures include multiple trauma and acute intervention as applicable to EMT situations. Clinical time includes a minimum number of ambulance runs and hospital training as required by state law.

EMMT 1520 Emergency Medical Procedures II (3-5)
Advanced emergency skills, shock and respiratory management.

EMMT 2210 Practicum III (0-13)
Continuation of EMMT 1120. Must be taken concurrently with EMMT 2410.

EMMT 2220 Practicum IV (0-13)
Clinical applications for sophomore emergency medical technician students. Must be taken concurrently with EMMT 2420.

EMMT 2320 Special Topics (3-0)
Topics will be determined by the program director and the medical director and will reflect current practices and equipment in specialized areas of pre-hospital emergency medical care. May be repeated for credit when topic changes.

EMTT 2411 Emergency Care (3-3)
Emergency medical techniques applicable to related health professions; CPR, medical aids to breathing, bandaging, splinting, traction, lifting and moving and vital signs. (Meets ECA requirements)

EMMT 2510 Emergency Medical Procedures III (3-5)
Advanced pulmonary, medical and trauma related emergencies, pre-hospital emergency medical pharmacology, advanced cardiac life support and cardiovascular emergencies.

EMMT 2520 Emergency Medical Procedures IV (3-5)
Emergency medical procedures relating to all human systems, including respiratory, cardiovascular, neurological, reproductive, endocrine, integumentary and skeletal, and management of behavioral emergencies, the emotionally disturbed, and mass casualty incident management.

Engineering 0901

A student majoring in engineering should see a Tyler Junior College faculty advisor for help in completing a course plan.

The engineering program at Tyler Junior College is designed to meet the needs of the first two years of a four- or five-year engineering degree program.

In order for a student to follow a four-year program for a degree in engineering, it is desirable that the student take Calculus I with analytic geometry (Mathematics 2313) the first semester of the freshman year.

It is recommended that all engineering majors, except those with an unusually strong background in high school mathematics, take precalculus (Mathematics 2312) and plane trigonometry (Mathematics 1316) during the summer prior to the first semester of the freshman year. This should be done to provide an adequate background for calculus with analytic geometry.

A grade of "C" or better must be earned in order to continue in sequential mathematics courses.

ENGR 1101 Introduction to Engineering (ENGR 1110: 92-93) (1-0) (CB1401015129)
Fields and opportunities within the scope of professional work.
Prerequisite: MATH 1316 or 2312.

ENGR 1102 Engineering Analysis (ENGR 1120: 92-93) (1-0) (CB1401015129)
Analyzing and solving engineering problems including computational methods and devices.

ENGR 1304 Engineering Design Graphics I (2-4) (CB4801015129)
An introduction to the theory and practice of sketching, working drawings, pictorial drawings, dimensioning, and computer graphics while stressing line values, lettering, and industrial applications. (Designed for engineering majors)

ENGR 1305 Engineering Design Graphics II (2-4) (CB4801015129)
A study of the problem solving principles of orthographic projection and descriptive geometry. (Designed for engineering majors)
Prerequisite: ENGR 1304.

ENGR 2301 Engineering Mechanics I (Statics) (3-0) (CB1411015229)
Newton's laws as applied to introductory rigid body statics and analysis of structures, frames and beams.
Prerequisites: Credit or registration for MATH 2314 and PHYS 2425.

ENGR 2302 Engineering Mechanics II (Dynamics) (3-0) (CB1411015329)
Newton's laws, work-energy, impulse momentum methods applied to kinematics and dynamics of particles, systems of particles and rigid bodies.
Prerequisites: ENGR 2301 and credit or registration for MATH 2315.

ENGR 2304 Computing for Engineers (3-1) (CB1102015227)
Algorithms, programs and computers in engineering applications with numerical analysis using FORTRAN language.
Prerequisite: Credit or registration for MATH 2314.

English 2204D

A student majoring in English should see a Tyler Junior College faculty advisor for help in completing a course plan.

ENGL 0104 TASP Writing Review (1-0) (CB3201085335)
Review and practice in both recognizing various elements of effective writing and also composing original writing samples that effectively communicate a whole message to a specified audience for a stated purpose.
Prerequisite: Consent of program director.

ENGL 0301 Developmental English I (3-0) (CB3201085335)
Written communication with emphasis on fundamentals of basic grammar and usage, sentence structure, and paragraph essay development using standard American English.
(Required of students who do not present qualifying TASP or local English placement test scores.)

ENGL 0302 Developmental English II (3-0) (CB3201085335)
Review of basic sentence skills taught in English 0301 but with emphasis on writing logically developed short essays in standard American English.
(Required of students who do not present qualifying TASP test scores.)

ENGL 1301 Composition and Rhetoric (3-0) (CB2304015135)
Directed study of rhetorical principles through reading types of composition while developing the student's ability to think for himself and to express his thoughts in correct, clear language. May be taken through instructional television.
Prerequisite: Qualifying TASP or local English placement test scores.

ENGL 1302 Composition and Rhetoric (3-0) (CB2304015135)
A continuation of writing principles emphasizing critical and analytical thinking through the study of literature as well as directed study in techniques of writing a research paper.
Prerequisite: ENGL 1301. A student who fails the writing portion of TASP will not be allowed to enroll in ENGL 1302 until the writing component is completed.

ENGL 2307 Creative Writing
(3-0) (CB2305015135)
Focuses on short fiction and/or poetry. Includes major writers, literary and technical genres and basics of publication. An elective course that will not substitute for any required English course.
Prerequisites: ENGL 1301.

ENGL 2311 Technical Report Writing
(3-0) (CB2311015135)
Technique of verbal efficiency in business letters, job applications and resumes and various types of engineering and scientific reports with methods of gathering and organizing of material to be presented in oral and/or written form. Required in technological and engineering plans.
Prerequisite: ENGL 1301.

ENGL 2322 British Literature
(3-0) (CB2308015135)
A survey of the major works, writers and themes of English literature beginning with Anglo-Saxon poetry and continuing through the eighteenth century emphasizing extensive reading and class discussions.
Prerequisite: ENGL 1302.

ENGL 2323 British Literature
(3-0) (CB2308015135)
A survey of the major works, writers and themes of English literature beginning with the Romantic period poetry and continuing to the twentieth century emphasizing extensive reading and class discussions.
Prerequisite: ENGL 1302.

ENGL 2327 American Literature
(ENGL 2326 in 92-93)
(3-0) (CB2307015135)
A survey of representative writers and literary trends from the Colonial Period through the Romantic Period.
Prerequisite: ENGL 1302.

ENGL 2328 American Literature
(ENGL 2327 in 92-93)
(3-0) (CB2307015135)
A survey of representative writers and literary trends from the Period of Realism to the present.
Prerequisite: ENGL 1302.

ENGL 2332 World Literature
(ENGL 2331 in 92-93) (3-0)
(CB2303015235)
A study of the masterpieces of Western world literature from Homer through the Renaissance.
Prerequisite: ENGL 1302.

ENGL 2333 World Literature
(ENGL 2332 in 92-93) (3-0)
(CB2303015235)
A study of the masterpieces of Western world literature from the Neoclassic Period to the twentieth century, advanced composition and formal research paper.
Prerequisite: ENGL 1302.

ENGL 2342 Survey of Short Fiction
(3-0) (CB2303015135)
A course of short fiction selections with emphasis on analytical compositions, advanced composition and literature.
Prerequisite: ENGL 1302.

ENGL 2352 Selected Studies in Literature (3-0) (CB2303015335)
Intensive reading in single areas unified by theme or disciplinary content with topic made available each semester prior to registration.
Prerequisite: ENGL 1302.

ENGL 2353 Selected Studies in Literature (3-0) (CB2303015335)
Intensive reading in single areas unified by genre or major author with topic made available each semester prior to registration.
Prerequisite: ENGL 1302.

English as a Second Language

ESOL 0311 ESL English I (3-0)
Development of controlled paragraphs using a variety of organizational structures and logic patterns of English. Introduces basic elements of English grammar.

ESOL 0312 ESL English II
(3-0) (CB3201085335)
Process of paragraph writing and the characteristics of effective paragraph structure. Reviews grammar points from ESOL 0311 and introduces adverb, adjective and noun clauses.

ESOL 0313 ESL English III
(3-0) (CB3201085335)
Modes of discourse in expository writing for academic purposes. Reviews grammar points from ESOL 0311 and ESOL 0312 and analyzes complex elements of those points.

ESOL 0321 ESL Reading I
(3-0) (CB3201085335)
Specific reading comprehension skills, reading efficiency strategies, critical thinking skills, vocabulary expansion and the use of campus resources such as labs and libraries.

ESOL 0322 ESL Reading II
(3-0) (CB3201085335)
Continuation of language development through reading comprehension and vocabulary building. Introduction of paragraph organization, idiom study and adaptation of reading rate for different purposes.

ESOL 0323 ESL Reading III
(3-0) (CB3201085335)
Continuation of concepts taught in previous reading classes with more emphasis on reading skills and critical thinking skills relating to academic topics and literature.

ESOL 0331 ESL Listening/ Speaking I (3-0) (CB3201085335)
Development of public/academic speaking skills and the preparation of oral presentations requiring formal rhetorical skills. (Intonation and stress patterns are practiced.)

ESOL 0332 ESL Listening/ Speaking II (3-0) (CB3201085335)
Development of intermediate academic speaking skills through situational activities. Expressing ideas in small groups and learning to understand and react appropriately to ideas expressed by others.

Farm and Ranch Management 5025

Many of the agriculture operations in the East Texas area are a combination of farming and ranching. This two-year program is designed for the student who is interested in farming and ranching or agricultural business as a career.

Both technical knowledge and management skills will be emphasized to prepare the graduate for a career in farm and ranch management, agriculture sales, agriculture marketing or agriculture management.

Students successfully completing this two-year program are awarded the associate in applied science degree.

Those completing all farm and ranch management courses listed in the curriculum with a minimum of a "C" average are awarded a certificate of proficiency.

FRMG 1230 Practicum (0-15)
Required work on a ranch or in an agribusiness firm during six weeks of the summer on a co-op basis between the College and employer.
Prerequisite: Student must be a farm and ranch management or agriculture major.

FRMG 1303 Farm Buildings and Construction (2-4)
Construction of farm buildings, fences, corrals, feedlots and basic skills in farm carpentry which include design, planning and construction.

FRMG 1321 Agriculture Economics and Finance (3-0)
National economic problems relating to farms and ranches, making loans and methods of determining loan needs.

FRMG 1322 Farm Power Machinery (2-4)
Operation and service of farm equipment and proper crop production using power equipment.

FRMG 1323 Principles of Feed Production (2-4)
Production, harvesting and storage of cereal and feed grains, fiber crops, forage crops and pasture grasses both summer and winter.

FRMG 1401 Principles of Soil Management (3-3)
Methods and problems in pasture management, care of pastures, hay production and types of soil and its relationship to grasses and legumes.

FRMG 1402 Principles of Animal Husbandry (3-3)
Types and breeds, market classes, grade of farm animals and phases of feeding, breeding and production.

FRMG 1403 Principles of Agricultural Marketing (3-3)
Basic knowledge of market grades, market trends, types of markets, cattle futures market and selling techniques of classes of livestock.

FRMG 2180 Capstone (1-1)
A synthesis of all completed work incorporated into a final project.

FRMG 2321 Farm and Ranch Records (3-0)
Principles of farm bookkeeping with each student developing farm and ranch accounts.

FRMG 2325 Farm Shop II (2-4)
Special topics welding course in which content may vary and may be repeated but the course will only apply once toward graduation.

FRMG 2401 Livestock Rations and Application (3-3)
Feed materials, relative values and adaptability for livestock, nutrient requirements, balancing, formulating rations and methods of feeding animals.

FRMG 2402 Animal Health (3-3)
Farm animal health including parasites, diseases of livestock, handling diseased animals, basic anatomy and physiology.

FRMG 2410 Farm Shop (2-6)
Practice in farm machinery repair, maintenance, welding, metal work and general farm shop.

FRMG 2422 Principles of Beef Cattle Production (2-6)
Beef production as relating to farm and ranch marketing problems, beef cattle systems, handling, fitting, showing and breed associations.

FRMG 2424 Principles of Livestock Reproduction (3-3)
Reproductive processes in farm animals, collection and storage of semen and causes of sterilization in males and females.

Fire Protection Technology 6821

This two-year program leads to the associate in applied science degree in fire protection technology, is in accordance with public law and sets forth approved or certified courses as approved by the Commission on Fire Protection.

FIRE 1309 Fire Science Chemistry I (3-0)
Provides the student with a basic understanding of organic and inorganic chemistry.

FIRE 1310 Urban Fire Problem Analysis (3-0)
The assessment and analysis methods used to study urban fire problems.

FIRE 1311 Fundamentals of Fire Protection (3-0)
Introduces the student to the history and philosophy of fire protection.

FIRE 1312 Industrial Fire Protection I (3-0)
Introduces the student to the concerns and safeguards of fire protection programs in industry.

FIRE 1315 Advanced Fire Loss Statistical Systems (3-0)
A study of storing, retrieving and using data related to fire loss statistics.

FIRE 1316 Fire Safety Education (3-0)
Surveys the physical, chemical and electrical hazards in fire protection including related laws, codes and problems.

FIRE 1317 Fire Service Communications (3-0)
The installation, operation and testing of fire alarm systems and types of communications by modern fire departments.

FIRE 1318 Fire Insurance Fundamentals (3-0)
The relationship between fire defenses, fire losses and insurance rates.

FIRE 1319 Legal Aspects of Fire Protection (3-0)
A review of the legal rights, duties and responsibilities of a fire department in carrying out its duties.

FIRE 1322 Industrial Fire Protection II (3-0)
Examines the problems and programs of industrial fire protection.

FIRE 1323 Fire Protection Systems (3-0)
A study of standards for fire hazard protection systems.

FIRE 1324 Fire Prevention (3-0)
The objectives, principles, techniques and procedures of fire prevention programs.

FIRE 1329 Fire Science Chemistry II (3-0)
A continuation of FIRE 1309 with emphasis on hazardous chemicals.
Prerequisite: FIRE 1309.

FIRE 2311 Fire Administration I (3-0)
A study of fire department management and related problems.

FIRE 2312 Building Codes and Construction (3-0)
A study of building and construction with emphasis on fire-resistant materials.

FIRE 2313 Fire and Arson Investigation (3-0)
A study of arson investigation techniques and related criminal procedures.

FIRE 2314 Hazardous Materials I (3-0)
Examines the behavior of various materials that burn or react violently.

FIRE 2315 Fire Fighting Tactics and Strategy (3-0)
Emphasis on preplanning studies and decision-making in conflagration problems.

FIRE 2321 Fire Administration II (3-0)
Examines training, preparation of budgets, insurance rates and related topics.

FIRE 2323 Arson Investigation II (3-0)
Techniques of fire investigations, fire patterns identification, crime scene investigation, motives or arsonists, the proper handling and submission of evidence.
Prerequisite: FIRE 2313 or consent of program director.

FIRE 2324 Hazardous Materials II (3-0)
Examines storing, handling and fire fighting techniques associated with hazardous materials.
Prerequisite: FIRE 1309and 2314.

FIRE 2325 Fire Protection Practicum (1-20)
Field program designed to provide observation and actual work experience in the various public and private agencies in which a student is assigned.

FIRE 2326 Capstone Experience (3-0)
The incorporation of all completed work into a final project. Team and individual effort in problem solving, critical thinking skills, and decision making as related to the fire service. Should be completed in the final semester.
Prerequisite: Sophomore standing.

Geography

A student majoring in geography should see a Tyler Junior College faculty advisor for help in completing a course plan.

GEOG 1303 World Geography
(3-0) (CB4507015342)
Studies the earth, its climatic regions, the relation of human activities to physical environments and major cultural divisions; special emphasis on selected regions and countries.

Geology 0401B

A student majoring in geology should see a Tyler Junior College faculty advisor for help in completing a degree plan. Other geology courses offered on demand: mineralogy, petrology, geomorphology and invertebrate paleontology.

GEOL 1401 Earth Science
(3-3) (CB4007035139)
Studies physical geologic processes modifying the earth's surface and historically retraces the physical and life history of the earth. Lab work includes the study of minerals, rocks and fossils. **This course will NOT substitute for Geology 1403 or 1404.**

GEOL 1403 General Geology
(3-3) (CB4006015139)
Reviews physical geology processes modifying the earth's surface, materials and features of the earth's crust with lab work in map reading, identification of rocks and minerals.

GEOL 1404 General Geology
(3-3) (CB4006015139)
Historical geology: history of the earth through geologic times revealed by rocks and fossils and the origin and development of plant and animal life.

GEOL 1405 Environmental Geology
(3-3) (CB0301025339)
A study of the interrelation of man and his geologic environment; includes current topics related to the conservation and utilization of natural resources.

Government 2204B

A student majoring in government should see a Tyler Junior College faculty advisor for help in completing a course plan.

GOVT 2305 American Government
(GOVT 2302 in 92–93)
(3-0) (CB4510025142)
A functional study of the American constitutional governmental system, of the origins, developments and present-day problems of the national government and of the rights, privileges and obligations of citizenship. This course is also offered through instructional television.

GOVT 2306 American State Government (GOVT 2301 in 92-93)
(3-0) (CB4510025142)
Areas of study indicate the nature, organization and general principles of state and local governments within the United States and Texas constitutional framework with particular attention to these forms in Texas. This course is also offered through instructional television.

Graphic Arts/ Photography 6238

Students successfully completing this program receive the associate in applied science degree.

This is a two year, post secondary, technical program designed to meet the needs of the student desiring to enter the field of visual communications, graphic arts and commercial photography.

GRAA 1301 Basic Photography (2-4)
Basic requirements of black and white photography, camera use, film development and print making.

GRAA 1302 Basic Graphics (3-0)
Graphic design and technical aspects of the fundamentals of layout procedures necessary for producing advertising art for entry into the commercial art field.

GRAA 1303 Introduction to Photography (3-0)
A non-laboratory course covering basic 35mm camera and equipment usage, subject composition and basic photographic techniques.

GRAA 1306 Video Camera Techniques (2-4)
Basic video camera techniques including video and audio planning.

GRAA 1307 Airbrush Techniques (2-4)
Basic airbrush techniques, procedures and equipment.

GRAA 1308 Beginning Computer Graphics (2-4)
Introductory principles and skills of computer graphics. Onscreen page design and layout, text placement, graphics capabilities and importing text and graphics to produce camera-ready art for reproduction processes.

GRAA 1321 Advanced Photography (2-4)
Advanced applications in exposure and process control of black and white negatives and prints.
Prerequisite: GRAA 1301 or consent of the program director.

GRAA 1322 Graphic Design (2-4)
Principles of planning design and layout preparation of images used in photo-conversion for graphic arts.
Prerequisite: GRAA 1302 or consent of the program director.

GRAA 1328 Intermediate Computer Graphics (2-4)
Production of full color camera-ready graphic illustrations. Free-hand computer drawing, object manipulation, special effects with text and objects, importing and exporting, scanning and working with bitmap images and printer control.
Prerequisite: GRAA 1308.

GRAA 2238 Practicum (1-8)
Practical work experience for students preparing for careers in the graphics industry.
Prerequisite: Sophomore year and approval by program director.

GRAA 2301 Commercial Photography (2-4)
Commercial photography with emphasis on fashion, architecture, industry and advertising using large format cameras.
Prerequisite: GRAA 1321 or consent of the program director.

GRAA 2302 Photographic Reproduction (2-4)
Methods of converting camera-ready images to the printed page.
Prerequisite: Concurrent enrollment in GRAA 1302 or consent of program director.

GRAA 2303 Color Photography (2-4)
Introduction to color lab processes such as color negative printing, internegatives, color transparencies printing, and other tools pertaining to advanced color processing techniques.
Prerequisite: GRAA 1321.

GRAA 2321 Portrait Photography (2-4)
Lighting, posing and composition techniques used in studio, outdoor and environmental portraiture.
Prerequisite: GRAA 1321 or consent of the program director.

GRAA 2322 Graphic Reproduction (2-4)
Color registration printing and general shop operations as applied to four-color printing.
Prerequisites: GRAA 1302 and 2302 or consent of the program director.

GRAA 2323 Commercial Advertising Techniques (2-4)
Modern commercial advertising techniques employed with four-color separation.
Prerequisites: GRAA 1302 and 2302 or consent of the program director.

GRAA 2325 Commercial Portfolio and Professional Skills (2-4)
A course focusing on development of a professional portfolio, resume and job applications skills for preparation of entry into the commercial art, graphic arts, and photography fields.
Prerequisite: Course should be taken in last semester of certificate or degree program.

GRAA 2328 Advanced Computer Graphics (2-4)
In-depth scanning techniques including image control, manipulation and enhancement of photographs and line art. Importing and exporting text and graphics from multiple sources. Advanced graphic packages including paint, illustration, freehand drawing and photograph enhancement programs will be used.
Prerequisite: GRAA 1328.

GRAA 2329 Advertising Photography (2-4)
Advanced study of photographic topics such as characteristics of light and lenses, tone control through use of the zone system, and special techniques for making print corrections. Emphasizes on-easel composition and print exposure control by use of analyzer.
Prerequisite: GRAA 1301.

GRAA 2332 Retouching and Restoration (2-4)
Emphasizes black-white and color retouching of prints and negatives, copying and reproduction of photographs. A variety of retouching tools and copying equipment such as: selected films, dyes, pencils, pastels, oils, airbrush, copy camera, and meters will be utilized to enhance selected projects.
Prerequisite: Credit for or enrollment in GRAA 2302.

Health and Kinesiology 0835

A student majoring in health and/or kinesiology should see a Tyler Junior College faculty advisor for help in completing a course plan.

The purpose of the health and kinesiology program is to provide a comprehensive curriculum and teaching strategies designed to enhance the total health-related fitness of students. Additionally, the curriculum provides a "core curriculum" for students who plan to become professionals in vocations related to kinesiology, sport sciences and health.

The curriculum stresses student participation, development, problem-solving skills and independence. PHED 1101 is required for all degrees.

INJURY DISCLAIMER—The College will not pay for medical expenses incurred by a student injured in a class-related activity.

PHED 1101 Physical Fitness and Health Concepts (1-2) (CB3601085128)
Practical concepts of health-related fitness including benefits of proper nutrition, exercise, personal well-being, and adverse effects of drug abuse; individual fitness assessments and development of a personal well-being program required of all students.

Health and Kinesiology activity courses are offered in these areas:

PHED 1102 Athletics Conditioning (0-3) (CB3601085128)
Conditioning for first semester, freshman year of extracurricular activities, such as varsity football, basketball, tennis, Apache Band, Apache Belles, cheerleaders, baseball and golf. Open to all students.

PHED 1103 Athletics Conditioning (0-3) (CB3601085128)
Conditioning for second semester, freshman year of extracurricular activities, such as varsity football, basketball, tennis, and Apache Band, Apache Belles and cheerleaders. Open to all students.

PHED 1104 Physical Conditioning (0-3) (CB3601085128)
The course will develop aerobic endurance, muscular strength and flexibility.

PHED 1105 Non-Swimmers (0-3) (CB3601085128)
A beginning level swimming class designed for students who are not able to swim; successful students will achieve at least the A.R.C. Beginning Swim level.

PHED 1106 Intermediate Swimming (0-3) (CB3601085128)
Designed for students with some deep water swimming ability; focuses on basic stroke improvement; successful students will achieve at least the A.R.C. Intermediate Swim level.

PHED 1107 Beginning Tennis (0-3) (CB3601085128)
Introduction to tennis; teaches scoring, rules, and basic strokes.

PHED 1125 Beginning Water Exercise (0-3) (CB3601085128)
An introduction to a variety of water exercises and aquatic games, designed to promote physical fitness. Suitable for non-swimmers and swimmers.

PHED 1126 Intermediate Water Exercise (0-3) (CB3601085128)
A continuation of fitness promotion through the use of water-related activities, with increased emphasis on aerobic conditioning.

PHED 2101 Athletics Conditioning (0-3) (CB3601085128)
Conditioning for first semester sophomore year of extracurricular activities such as varsity football, basketball, tennis, Apache Band, Apache Belles, cheerleaders, baseball and golf. Open to all students.

PHED 2102 Athletics Conditioning (0-3) (CB3601085128)
Conditioning second semester for sophomore year of extracurricular activities such as varsity football, basketball, tennis, and Apache Band, Apache Belles, cheerleaders, baseball and golf. Open to all students.

PHED 2103 Intermediate Tennis (0-3) (CB3601085128)
Assumes student possesses scoring, rules and stroke ability; covers stroke improvement and strategy.

PHED 2104 Adaptive Physical Conditioning (0-3) (CB3601085128)
Designed for students with unique physical needs, such as multiple sclerosis, blindness, physician restrictions.

PHED 2105 Beginning Scuba Diving (0-3) (CB3601085328)
Leads to YMCA certification which will enable the rental of scuba gear.

PHED 2106 Beginning Softball (0-3) (CB3601085128)
Introduction to softball; teaches fundamentals of fielding and batting.

PHED 2108 Beginning Basketball (0-3) (CB3601085128)
Fundamentals of shooting, dribbling, passing, defensive position, basic offensive plays.

PHED 2109 Beginning Weight Training (0-3) (CB3601085128)
Introduction to weight lifting, covering basic safety, proper execution of lifts, basic anatomy and principles of muscular strength development.

PHED 2110 Beginning Archery (0-3) (CB3601085128)
Introduces the archery tackle; presents fundamentals of holding the bow, drawing the bow, gripping the string and scoring.

PHED 2111 Beginning Soccer (0-3) (CB3601085128)
Introduction to soccer covering position, basic rules, and basic ball skills.

PHED 2113 Beginning Golf (0-3) (CB3601085128)
Introduction to golf; covers grips, clubs, and proper swing.

PHED 2114 Beginning Aerobic Dance (0-3) (CB3601085128)
Introduction to aerobic dance; covers basic fitness concepts, exercise and dance steps; includes physical assessments.

PHED 2115 Swim Conditioning (0-3) (CB3601085128)
Designed for students who are using swimming to achieve physical fitness; covers basic physical fitness concepts, and assumes at least A.R.C. Intermediate Swimming level.

PHED 2116 Beginning Volleyball (0-3) (CB3601085128)
Introduction to volleyball; teaches fundamentals of serving, passing, blocking, alignment of players, and rules.

PHED 2117 Beginning Racquetball (0-3) (CB3601085128)
Introduction to racquetball; covers grip, rules, scoring, strokes, and shots.

PHED 2118 Beginning Bowling (0-3) (CB3601085128)
Introduction to bowling; covers rules, scoring, grips, approaches, deliveries and beginning aiming techniques.

PHED 2119 Beginning Martial Arts (0-3) (CB3601085128)
Introduction to a martial art form.

PHED 2121 Adaptive Physical Conditioning (0-3) (CB3601085128)
Continuation of PHED 2104, based upon the needs of the student and physical ability.

PHED 2123 Intermediate Scuba Diving (0-3) (CB3601085328)
The successful student will receive advanced YMCA certification. The class requires PHED 2105 or equivalent as a prerequisite.

PHED 2124 Intermediate Softball (0-3) (CB3601085128)
Assumes ability to field and bat; further develop abilities to field, bat, and throw, and also learn scoring and strategy.

PHED 2126 Intermediate Basketball (0-3) (CB3601085128)
Improves shooting, dribbling and passing; develops offensive and defensive strategies and skills.

PHED 2127 Intermediate Weight Training (0-3) (CB3601085128)
Assumes basic knowledge of safety and lifting techniques; builds on these skills and expands lifting program developed in PHED 2109.

PHED 2128 Intermediate Archery (0-3) (CB3601085128)
Improve basic techniques of archery, practice different classifications of target archery rounds.

PHED 2130 Intermediate Golf (0-3) (CB3601085128)
Assumes knowledge of grips, swing, clubs; will further improve swing, develop shot and ball placement capabilities.

PHED 2131 Intermediate Aerobic Dance (0-3) (CB3601085128)
Assumes basic knowledge of fitness concepts, exercise, and dance steps, and adds more choreographic skills.

PHED 2132 Intermediate Volleyball (0-3) (CB3601085128)
Assumes ability to serve, pass, and block; builds on these skills and introduces advanced alignments for offensive and defensive strategies.

PHED 2133 Intermediate Racquetball (0-3) (CB3601085128)
Assumes current ability to score and execute basic shots; leads to further development of shots and teaches strategy.

PHED 2134 Intermediate Martial Arts (0-3) (CB3601085128)
Advanced study and development of skill in a martial art form.

PHED 2135 Advanced Weight Training I (0-3) (CB3601085128)
Introduction to advanced weight training techniques.

PHED 2136 Advanced Weight Training II (0-3) (CB3601085128)
More opportunities for advanced weight training techniques.

Health and Kinesiology

Theory Courses:

PHED 1301 Introduction to Kinesiology (3-0) (CB3105015228)
Orientation to the field of health, kinesiology, human performing sport sciences and recreation.

PHED 1304 Personal Health (3-0) (CB5103015128)
A presentation of current scientific and technical information related to health with emphasis on developing a functional attitude about consumer health, nutrition, mental health, tobacco, alcohol and drugs, family life, environmental health and disease.

PHED 1305 Community Health (3-0) (CB5103015128)
A presentation of current scientific and technical information related to community services and public health agencies.

PHED 1306 First Aid (3-0) (CB5103015328)
American Red Cross First Aid and/or CPR certifications with emphasis on recognizing and avoiding hazards, rendering intelligent assistance in emergencies, developing skills for immediate and temporary care of the victim.

PHED 1308 Sports Officiating (3-0) (CB1202045128)
Emphasis on officiating basketball, football and other sports.

PHED 1346 Drug Use and Abuse (3-0) (CB5103015228)
The study of use and abuse of drugs in today's society with emphasis on physiological, sociological and psychological factors.

PHED 2376 Prevention and Care of Athletic Injuries (3-0) (CB # TBA)
Prevention and care of athletic injuries with emphasis on qualities of a good athletic trainer, avoiding accidents/injuries, recognizing signs and symptoms of specific sports injuries/conditions, immediate and long-term care of injuries, and administration procedures in athletic training.

HLST 1370 Introduction to the Health Professions (3-0) (CB5199990114)
This course provides a multi-disciplinary exploration of health care including health care career options, health care ethics, traditional vs. nontraditional health care delivery, and common theoretical components of health and illness.

HLST 2306 Health Aspects of Human Sexuality (3-0) (CB510303015128)
The study of responsible behavior dealing with human sexuality wellness and the promotion of personal sexual health.

Health Information Technology 5827

Medical Record Technology

The medical record technician works in a hospital, clinic, nursing home or other health facility and is responsible for many aspects of preparing, analyzing and preserving health information needed by the patients, by the hospital and by the public. The duties include reviewing medical records for completeness and accuracy and also translating diseases and operations into the proper coding symbols.

They include filing medical records, preparing records, typing reports of operations, X-rays and laboratory examinations, history and physical examinations and discharge summaries, compiling statistics, assisting the medical staff by preparing special studies and tabulating data from records for research. Supervising the day-to-day operation of a medical record department, taking records to court and maintaining the flow of health information to departments of the hospital are also part of the total work picture.

Students successfully completing the two-year program are eligible to receive an associate in applied science degree in Medical Record Technology and apply for the Accredited Record Technician (ART) exam. The program is accredited by the Council on Accreditation of the American Health Information Management Association (AHIMA). Those who choose may receive a one-year certificate of proficiency in Medical Transcription and later

return to complete the Medical Record Technology degree requirements.

Enrollment in this program is limited. See the Selected Admissions requirements in the admission section of this *Catalog.*

All required courses of the MRT program must be completed with a "C" or better in order to progress to the next level course.

MEDR 1201 Directed Practice I (0-16)
Practical experience, under the guidance of a RRA or ART, in a medical records department. Students will utilize the knowledge and skills obtained in the classroom to gain a greater knowledge of the medical records field.
Prerequisite: MEDR 1300.

MEDR 1300 Introduction to Medical Record Science (2-2)
Introduction to the hospital and the medical record. Discussion of the organization of the modern hospital with emphasis on the medical record and the medical record profession. Laboratory includes introduction to a simulated medical record department, its organization and function.
Prerequisite: Acceptance into program.

MEDR 1301 Medical Terminology I (3-0)
Word elements as building blocks for a medical vocabulary and terms relating to skin, muscle, bone, gastrointestinal, respiratory, heart and blood vessels with special emphasis upon spelling and pronunciation.

MEDR 1321 Medical Terminology II (3-0)
Continued word elements as building blocks for a medical vocabulary and terms related to gynecology, maternal, urogenital, eye, ear, nerves, psychiatric, geriatrics, endocrine and supplementary terms with special emphasis on spelling and pronunciation.

MEDR 1322 Personnel Management in Healthcare (3-0)
Human relations and personnel problems as experienced in job and wage relations and in selection, training and supervision of employees in the medical setting.
Prerequisite: MEDR 1300.

MEDR 1324 Health Care Statistics (3-0)
Prepares the student to utilize various statistical formulas and data in reports for daily operation of the medical record department.
Prerequisite: MEDR 1300.

MEDR 2201 Directed Practice II (0-16)
Continuation of MEDR 1201.
Prerequisite: MEDR 1201.

MEDR 2221 Directed Practice III (0-16)
Continuation of MEDR 2201.
Prerequisite: MEDR 2201.

MEDR 2301 Medical Transcription (2-2)
Develops the medical transcription skills required in a medical environment and expands knowledge of medical terminology. Organized and presented on the basis of systems of the body. Transcription will consist of X-ray reports, medical reports and increasingly complex operative reports, including instruments used.
Prerequisites: MEDR 1300,1301 or acceptance to certificate program.

MEDR 2302 Legal Aspects of Medical Records (3-0)
Introduction to various indexes and registers, medical ethics and legal aspects of medical records. Special attention is given to authorizations, release of information and the handling of medical records in court; organization of the medical staff and medical staff committees; and requirements of the accrediting agencies.
Prerequisites: MEDR 1300,1301.

MEDR 2304 Introduction to Human Diseases (3-0)
Introduction to symptoms, diagnosis, and treatment of human diseases by body systems.
Prerequisite: BIOL 2402.

MEDR 2321 Medical Record Coding I (2-2)
Coding techniques of ICD9-CM, CPT-4 and DSM-4.
Prerequisites: BIOL 2402.

MEDR 2322 Management Principles in Health Information (3-0)
Daily operations of the medical records department including scheduling, operating and capital budgets, short and long range planning, etc.
Prerequisites: MEDR 1323.

MEDR 2323 Medical Record Coding II (2-2)
Continuation of MEDR 2321.
Prerequisite: MEDR 2321.

MEDR 2324 Quality Improvement in Health Information (2-2)
Introduction to the Quality Improvement process in the healthcare setting with emphasis on health information.
Prerequisite: MEDR 2302.

History 2204C

Students majoring in history should see a Tyler Junior College faculty advisor for help in completing a course plan.

HIST 1301 History of the United States (3-0) (CB4508025142)
A general survey of the history of the United States from 1492 to 1877. This course is also offered through instructional television.

HIST 1302 History of the United States (3-0) (CB4508025142)
A general survey of the history of the United States from 1877 to the present. This course is also offered through instructional television.

HIST 2303 Texas History (3-0) (CB4508025242)
A survey of the history of Texas from the Spanish period to the present while emphasizing Anglo-American settlement, the revolution, the republic and later development.

HIST 2311 Western Civilization in Medieval Times (3-0) (CB4508015442)
A standard western civilization survey of the cultural, political and institutional development of the nations of Europe from antiquity to the Renaissance.

HIST 2312 Western Civilization in Modern Times (3-0) (CB4508015442)
A continuation of HIST 2311 including standard western civilization-cultural development of the nations of Europe from the Renaissance to modern times.

HIST 2341 The Civil War and Reconstruction (3-0) (CB4508015642)
Studies the causes, course and results of the war while emphasizing the Confederacy, military campaigns and Reconstruction; may be substituted for either HIST 1301 or HIST 1302.

Home Economics 1301

A student majoring in home economics should see a Tyler Junior College faculty advisor for help in completing a course plan.

HOEC 1311 Social Fundamentals (3-0) (CB1901015333)
Introductions, correspondence, table manners, dating problems, weddings and informal and formal entertaining.

HOEC 1315 Principles of Food Selection and Preparation (2-4) (CB1905015133)
Selection and preparation of foods, nutritive values and cost of foods.

HOEC 1320 Textiles (3-2) (CB2003015233)
A study of fibers, fabrics and finishes for application in choices of clothing fabrics and home furnishings.

HOEC 1322 Nutrition (3-0) (CB1905025133)
Principles of human nutrition applied to the family, community nutrition problems, chemistry, physiology and economics of nutrition.

HOEC 1325 Interior Design I (3-0) (CB1906035133)
Home furnishings and solutions to problems of interior decoration.

HOEC 1328 Clothing Construction I (2-2) (CB2003015133)
Construction techniques for home furnishings and apparel.

HOEC 1329 Clothing Construction II (2-4) (CB2003015133)
Selection, construction and alteration of apparel.

HOEC 1370 Meal Management (2-4) (CB1905015133)
A course for majors in home economics or hotel and restaurant management about planning, managing and serving meals.

HOEC 1371 Intermediate Food Preparation (2-2) (CB1905015133)
Selection and preparation of gourmet and foreign foods.

HOEC 1372 Gourmet Food Preparation (2-2) (CB1905015133)
Continuation of HOEC 1371 with emphasis on gourmet food preparation.

HOEC 2311 Fashion Fundamentals (3-2) (CB0801025133)
Color and design applied to selection and planning of apparel.

HOEC 2370 Consumer Science (3-0) (CB1904025133)
Consumer goods and services related to the home, family purchases, advertising, commodity information, merchandise standardization, branding, grading and marketing.

Human Development

HDEV 1370 Career Development (3-0) (CB # TBA)
Development of self-awareness and decision-making skills related to selecting a career. Practical methods for obtaining career information.

Human Services Substance Abuse Counseling Major (8029)

The substance abuse counseling major incorporates a core of human services courses and is designed to provide graduates with the educational and experiental background necessary to become a counselor intern (CI), with which the student may then qualify for positions which allow them to acquire the 3,700 hours of experience which is required before testing for state licensure and certification. Students have the option to complete the major and receive the associate of applied science degree, or completing designated courses which meets minimum educational and experiental requirements leading to the counselor intern (CI) status.

HUMS 1301 Introduction to Human Services (3-0)
A survey of basic concepts, information, and practices within the human services fields. Social, legal, and clinical definitions, and a review of current information regarding the causes, and current methods of treatment and/or services for persons determined to be in need of human services in the state of Texas.

HUMS 1321 Interviewing and Counseling I (3-0)
Emphasizes the skills necessary for conducting an interview or counseling session. Communication skills will be emphasized.

HUMS 2204 Management of Aggressive Behavior (2-0)
Prepares the service provider to respond appropriately and effectively to client aggressive behaviors. Includes discussion of the legal rights and protections of clients and of human services providers, the effectiveness of various intervention strategies, and basic strategies for the prevention and management of aggressive behaviors, including defensive protection skills.

HUMS 2303 Field Observation (2-8)
Intended for the second year student, this course allows the prospective human services provider to observe daily routines at facilities providing services in the service area the student is interested in working.
Prerequisite: Sophomore standing or consent of program director.

HUMS 2321 Interviewing and Counseling II (2-2)
Primary focus is on basic human defense mechanisms and how to recognize/overcome psychological barriers to communication during counseling sessions.
Prerequisite: HUMS 1321

HUMS 2322 Internship (1-20)
Based on an individualized development plan, this course provides supervised placement of students into positions related to their vocational interests. The purpose is to allow students to develop general and specific knowledge and competencies necessary for entry into the human services field of their choice. A concurrent seminar will emphasize the development of observational skills, self-awareness, an understanding of the "helping process", case management process, and working within a bureaucratic service setting.
Prerequisite: HUMS 2303.

ADAC 1202 Core Functions for Addiction Counseling (2-0)
Introduces the 12 core functions of addiction counselors and emphasizes the development of the associated competencies.

ADAC 1203 Introduction to Substance Abuse (2-0)
Explores the sociological and behavioral impact substance abuse has in society. Drug terminology, characteristics, effects and categories will be discussed.

ADAC 1221 Pharmacology and Addiction (2-0)
The psychological and physiological effects of substances and their implications for the addiction process including pharmacological implications of tolerance, withdrawal, cross-addiction, drug interaction, behavioral patterns, and treatment options. Also included will be recent findings in fetal alcohol/drug syndrome.

ADAC 1222 Addiction Counseling Techniques (2-0)
A survey of leading counseling theories and modalities used in treating addiction. Opportunities to practice these skills in the classroom will be provided. Additionally, crisis intervention techniques will be studied.
Prerequisite: HUMS 1321 and HUMS 2201 or consent of program director.

ADAC 1223 Recovery Dynamics (2-0)
Course will provide students with a variety of topics related to recovery such as relapse prevention, 12-step programs, aftercare methods, and prevention theories. The aspects of counselor self-care will also be studied. (Attendance at 12-step meetings required).

ADAC 2101 Current Topics Seminar (1-0)
Intended for the final semester student, course provides information and practice for TAADAC oral and written exams, as well as case presentation.

ADAC 2123 Issues in Addiction Counseling (1-0)
The latest information and techniques concerning HIV/AIDS, sexual abuse, counselor ethics, cultural sensitivity and awareness, compulsive gambling, and their impact on substance abuse counseling.

ADAC 2202 Dual Diagnosis for Substance Abuse Counselors (2-0)
Examines three major classifications used in dual diagnosis: Mental illness, mental retardation, and substance abuse; DSM IV diagnostic criteria; and treatment strategies and/or referral processes.

ADAC 2321 Dynamics of the Chemically Dependent Family (3-0)
Explores the dynamics of the family in relation to addiction and recovery. Focuses on the family as a system, codependency and adult/children issues, and intervention/counseling skills.

Humanities

HUMA 1301 Appreciation of the Humanities (3-0) (CB2401035135)

An interdisciplinary, multi-perspective assessment of cultural, philosophical and aesthetic factors critical to the formulation of the values that have shaped the historical development of the individual and of society.

HUMA 1302 Appreciation of the Humanities (CB2401035135)

A continuation of HUMA 1301.

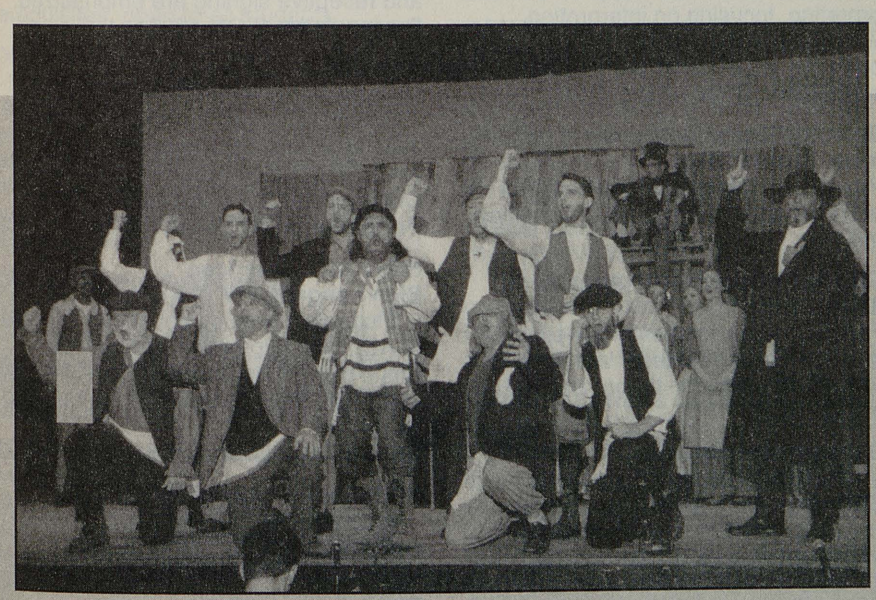
Industrial and Commercial Maintenance 6225

INCM 1302 Industrial Safety and Hygiene (3-0)

A study of safety and hygiene in the industrial environment including contaminants, hazardous materials, noise, fire, smoke, radiation, electricity, rigging and corrosives with an overview of the Occupational Safety and Health Act (OSHA).

INCM 1401 Blueprint Reading (4-0)

Covers blueprints found in the industrial/commercial setting. Includes views, projections, symbols, etc., for piping electrical, electronic, welding, mechanical and structural prints.



Scene from the spring musical

Interpreter Training (8047)

This program is designed to prepare graduates for a career as interpreters in the deaf community. Students will receive didactic instruction and practice time in the classroom and "real world" experience through the practicum in their fourth semester.

Students successfully completing the program will receive either a certificate of proficiency or an associate of applied science degree and will be qualified to take the state certification examination offered by the Texas Commission for the Deaf and Hard of Hearing.

SIGN 1101 Fingerspelling (1-1)
Develops the ability to produce and read fingerspelling.

SIGN 1301 Introduction to Deafness (3-0)
Provides an overview of deafness and hearing impairment as it relates to interpreters and paraprofessional roles within the field of deafness. Topics include communication, culture and current issues/laws.

SIGN 1322 Interpreting I (3-0)
Introduces basic theories, practices of interpreting, focusing on interpreting skills. Role playing and simulated interpreting experiences are included.
Prerequisite: SIGN 1402 or SGNL 1401.

SIGN 1323 Educational and Special Signs I (3-0)
Provides students with knowledge of specialized signs, particularly educational signs.

SIGN 1324 Psychosocial Aspects of Deafness (3-0)
Focuses on exploration of the psychosocial aspects of deafness. Learning theory, communication theory and culture are addressed.

SIGN 1402 American Sign Language I (3-3)
Sign language and fingerspelling are introduced. Practice and experience in developing expressive and receptive skills are provided. (SGNL 1401 and SIGN 1402 cannot both be counted for credit.)

SIGN 1421 American Sign Language II (3-3)
Receptive and expressive fingerspelling skills are increased. Basic vocabulary is expanded, and idioms are introduced. (SGNL 1402 and SIGN 1421 cannot both be counted for credit)
Prerequisite: SIGN 1402 or SGNL 1401.

SIGN 2301 American Sign Language III (2-4)
Students will study the linguistic aspects of American Sign Language; increase vocabulary and learn "idiomatic" sign language expressions. (SGNL 2301 and SIGN 2301 cannot both be counted for credit.)
Prerequisite: SIGN 1421 or SGNL 1402.

SIGN 2302 Special Topics in Deafness (3-0)
Designed to provide understanding of interpreting with various systems and various handicaps in addition to deafness. A survey of organizations and resources is included.

SIGN 2303 Interpreting II (3-0)
Covers principles and ethics of interpreting/transliterating. Role play and simulated experience with expressive and receptive signing are emphasized.
Prerequisite: SIGN 1322.

SIGN 2304 Educational and Special Signs II (3-0)
Emphasis is fluency in sign systems used in schools and understanding of ethics and professional responsibilities. Other related signs are studied.
Prerequisite: SIGN 1421 or SGNL 1402.

SIGN 2321 American Sign Language IV (2-4)
Students will study advanced aspects of ASL both expressive and receptive. Emphasis will be on fluency. (SGNL 2302 and SIGN 2321 cannot both be counted for credit.)
Prerequisite: SIGN 2301 or SGNL 2301.

SIGN 2322 Interpreting III 3-0)
Emphasis for this class is on expressive and receptive fluency in various interpreting situations. Application of ethics is also covered.
Prerequisite: SIGN 2303.

SIGN 2323 Practicum (1-20)
Praciticum involves working with the deaf in supervised interpreting situations. Course content is primarily applied practicum experiences in specific areas of interest.
Prerequisite: SIGN 2303 and demonstrated competence approved by the instructor.

NOTE: Many colleges/universities (including TJC) accept SGNL classes as modern language. Students should check with their senior institution regarding transferability.

Journalism 0601

Students can earn an associate in arts degree with a concentration in journalism. They may transfer to complete a bachelor's degree in advertising, public relations, and print and electronic journalism. Students should see journalism program director before registering for classes.

COMM 1131 Publications I
(1-1) (CB090415426)
An introduction to magazine design and layout with practical experience on the *TJC Touchstone* magazine. No prerequisites, open to all students.

COMM 1132 Publications II
(1-1) (CB0904015426)
An introduction to desktop publishing, newspaper layout and design with practical experience on the *TJC News* newspaper. Required of students enrolled in COMM 2311, open to others. No prerequisites.

COMM 1133 Publications III
(1-1) (CB0904015426)
Advanced newspaper or magazine design and layout with practical experience on *TJC News* or *TJC Touchstone*.
Prerequisite: COMM 1131 or 1132.

COMM 1134 Publications IV
(1-1) (CB0904015426)
Advanced newspaper design and layout with practical experience on *TJC News*. Students must also be enrolled in COMM 2315 or 2309.
Prerequisite: COMM 1132.

COMM 1307 Mass Communication
(3-0) (CB0904035126)
An introduction to mass communication and the mass media. Open to all students.

COMM 1316 Photojournalism
(2-3) (CB0804015526)
A beginning course about reporting with the camera, basic black and white press photography instruction emphasizing 120 and 35mm cameras, picture composition, developing and printing. Students may not receive credit for both COMM 1316 and GRAA 1301.

COMM 1335 Survey of Radio/ Television (3-0) (CB0904035226)
A study of the development, regulation, economics, social responsibilities and industry practices in broadcasting and cable communication, non-broadcast television, new technology and other communication systems. Open to all students.

COMM 1336 Television Production
(3-3) (CB1001045226)
Practical experience in operating television studio and control room equipment. Course will include pre-production and post-production training.

COMM 2303 Audio/Radio Production
(2-2) (CB1001045126)
Concepts and techniques of sound production including coordinating and directing processes. Emphasis on hands-on experience with equipment, sound sources and talent directing.

COMM 2309 Editing
(3-2) (CB090405126)
Theory and practice in newswriting, copy editing, headline writing and layout; includes lab practice.
Prerequisite: COMM 2311 and/or 2315.

COMM 2311 News Gathering Writing I
(3-2) (CB0904015726)
Fundamentals of writing and information gathering for the mass media; develops the student's news sense and judgment; includes lab practice in gathering and writing news. Open to all students. Concurrent enrollment in COMM 1132 required.

COMM 2315 General Reporting (3-2) (CB0904015826)
The study and practice of newswriting and reporting; includes lab practice in gathering and writing news.
Prerequisite: COMM 2311.

COMM 2324 Practicum in Electronic Media (3-3) (CB0907015326)
Lecture and lab instruction and hands-on practice using electronic media equipment.

COMM 2327 Principles of Advertising (3-0) (CB0902015126)
An introductory survey of the basics of advertising for print and electronic media. Open to all students.

COMM 2331 Radio/Television Announcing (3-0) (CB2310016126)
Students study principles of announcing, voice, articulation, pronunciation and delivery while gaining experience with various types of announcing.

COMM 2332 Radio and Television News Writing (3-2) (CB0904025226)
The preparation of news copy for radio and television, news style for electronic media, spot news, feature reporting, interviewing and assembling a newscast; includes lab practice in writing news. No prerequisite required.

TJC TRIVIA

The formal opening of TJC was held in Tyler High School on September 17, 1926. Classes were held in the shared high school facilities until moving to the present campus in 1948.

Legal Assistant 5828

Students successfully completing this program receive the associate in applied science degree and will be well prepared for a career as a legal assistant. The National Association of Legal Assistants, Inc., has defined the legal assistant:

"Under the supervision of a lawyer, the legal assistant shall apply knowledge of law and legal procedures in rendering direct assistance to lawyers, clients and courts; design, develop and modify procedures, techniques, services and processes; prepare and interpret legal documents; detail procedures for practicing in certain fields of law; research, select, assess, compile and use information from the law library and other references; and analyze and handle procedural problems that involve independent decisions."

LEGL 1101 Legal Ethics (1-0)
The moral responsibilities and duties which a member of the legal profession owes to the public, to the court, to professional brethren and to clients.

LEGL 1311 Introduction to the Legal System (3-0)
Comprehensive study of the legal system and the role of the legal assistant within the system.

LEGL 1320 Legal Writing (3-0)
Understanding of purpose and preparation of legal memoranda, proper forms for legal citations, drafting of intraoffice memoranda and other legal documents.
Prerequisite: LEGL 1325 Legal Research.

LEGL 1321 Legal Interviewing and Human Relations (3-0)
Provides training in interviewing, negotiation and human relations concepts.

LEGL 1329 Tax Law (3-0)
Introduction to processes and procedures under the Internal Revenue Code.

LEGL 1425 Legal Research (3-3)
The major techniques and tools of legal research.

LEGL 2310 Wills, Estate Probate (3-0)
The legal concept of wills and trusts, the fundamental principles of law applicable to each, organization and jurisdiction of the probate court and an analysis of estate administration and fiduciary accounting.
Prerequisite: LEGL 1311.

LEGL 2313 Family Law (3-0)
Comprehensive study of family law which includes the use of family court forms, preparation of pleadings and proposed decrees, drafting of property settlement agreements and the use of interviewing checklists.
Prerequisite: LEGL 1311.

LEGL 2315 Constitutional Law (3-0)
Provides working knowledge of the federal constitution, the federal system and the states and the supremacy of federal law.
Prerequisite: Credit for or enrollment in LEGL 1311.

LEGL 2316 Insurance (3-0)
Basic principles of insurance law including automobile insurance, homeowners' insurance, bad faith insurance practices and the Texas worker's compensation statutes.
Prerequisite: Credit for or enrollment in LEGL 1311.

LEGL 2317 Criminal Law (3-0)
Provides understanding of the provisions of the State Criminal Code and other statutory provisions relating to criminal acts and details the operation of the court system under various criminal offenses.

LEGL 2318 Practicum (1-20)
Actual work experience in an attorney's office.
Prerequisite: Sophomore year and approval by program director and an approved law office.

LEGL 2319 Bankruptcy (3-0)
A study of the Bankruptcy Act and the procedure for supervision by a federal court for dealing with insolvent debtors.

LEGL 2320 Litigation (3-0)
Principles of trial preparation for civil and criminal cases as well as how to draft pleadings, motions and other documents required in civil or criminal action.
Prerequisite: LEGL 1311 and working knowledge of WordPerfect.

LEGL 2321 Law Office Management and Procedures (3-0)
Principles and practices of law office management, legal accounting practices, civil and criminal procedures.

LEGL 2322 Corporation and Commercial Law (3-0)
Basic law of contracts, partnerships and corporations with emphasis on drafting documents for the formation and continuation of Texas business entities.
Prerequisite: LEGL 1311.

LEGL 2323 Real Estate Law (3-0)
A survey of Texas real estate law including the origins of the Texas system of ownership, estates in land, conveyancing, recordation of documents, title examination and liens and encumbrances.
Prerequisite: LEGL 1311.

LEGL 2340 Professional Development Skills (3-0)
A Capstone course incorporating skills learned throughout degree plan. Teamwork, legal document preparation, research and writing skills will be reviewed. Development and refinement of skills necessary to gain employment as a legal assistant.
Prerequisite: Course should be taken in final semester of degree plan.

LEGL 2370 Special Topics (3-0)
Topics that illustrate practical applications of new and emerging technologies of legal principles and organizational concepts utilized in a law office.

LEGL 2414 Advanced Legal Research (3-3)
Advanced legal research methodologies/projects.
Prerequisite: LEGL 1311 and 1325.

Mathematics 1701

The mathematics courses at Tyler Junior College have been carefully designed to meet the needs of students in specific areas of study, such as technology, liberal arts, business, elementary education, science, engineering and mathematics. A student may take mathematics courses at Tyler Junior College that are equivalent to the courses he/she would take during his/her first two years at a senior institution.

Four semesters are required for the completion of the calculus sequence. Students who do not have credit in MATH 2312 and MATH 1316 are advised to complete these courses during the summer preceding their freshman year.

Note: A grade of "C" or better must be made in each mathematics course in order to continue in any mathematics sequence. A student majoring in mathematics should see a Tyler Junior College faculty advisor for help in completing a degree plan.

MATH 0301 Developmental Math I
(3-1) (CB3201045137)
Whole numbers, fractions decimals ratio and proportion, percent, denominate numbers, signed numbers, linear equations, word problems, properties of exponents, operations with polynomials.

MATH 0302 Developmental Math II
(3-1) (CB3201045137)
Review of arithmetic, operations with real numbers, solving equations and inequalities, exponents and polynomials, factoring, rational expressions, graphing linear equations, roots and radicals, word problems.
Prerequisite: MATH 0301 or acceptable placement test score.

MATH 0303 Developmental Math III
(3-0) (CB3201045137)
Linear equations and inequalities, exponents and polynomials, rational expressions, radicals and roots, quadratic equations, systems of linear equations, parabolas, relations and functions, review of plane geometry, applications.
Prerequisite: MATH 0302 or acceptable placement test score.

MATH 0104 TASP Math Review
(1-0) (CB3201045137)
Review of algebra and geometry topics including quadratic equations and functions, rational expressions and systems of equations.
Prerequisite: Consent of program director.

MATH 1314 College Algebra
(3-0) (CB2701015437)
Exponents, radicals, factoring, products, equations and functions including linear, quadratic, polynomial, exponential and logarithmic, inequalities, systems of equations, matrices. (For non-math/science majors)
Prerequisite: MATH 0303 or acceptable placement test score.

MATH 1316 Trigonometry
(3-0) (CB2701015337)
Angular measure, functions of angles, radian measure, derivation of formulas, identities, solutions of triangles, equations, inverse functions and complex numbers.
Prerequisite: MATH 2312 or acceptable placement score. MATH 2312 and MATH 1316 may be taken concurrently with acceptable placement test score.

MATH 1324 Finite Mathematics for Business (3-0) (CB2703015237)
Relations, functions, graphing, equations, inequalities, matrices, permutations, combinations, probability and mathematics of finance.
Prerequisite: MATH 1314 or acceptable placement test score.

MATH 1325 Mathematical Analysis for Business (3-0) (CB2703015237)
Exponents and radicals, quadratic, exponential and logarithmic functions, graphing, sequences, differential and integral calculus with applications.
Prerequisite: MATH 1324 or consent of program director.

MATH 1332 Introduction to Modern Mathematics I (3-0)(CB2701015137)
Sets, topics from elementary number theory, rational numbers, decimals, real number system, systems of numeration, metric system equations, inequalities, problem solving and topics from consumer mathematics.
Prerequisite: MATH 0303 or acceptable placement test score.

MATH 1333 Introduction to Modern Mathematics II (3-0) (CB2701015137)
Real numbers, linear equations and inequalities, functions and graphs, systems of linear equations, quadratic equations, plane geometry, counting techniques, probability, statistics and computer literacy.
Prerequisite: MATH 1332.

MATH 1342 Introduction to Statistics (3-0) (CB2705015137)
Collection, tabulation and analysis of data, probability, normal and binomial distributions, linear regression and correlation, testing of hypothesis and utilization of computers in statistical application.
Prerequisite: MATH 0303 or acceptable placement test score.

MATH 2312 Precalculus (3-0) (CB2701015837)
Application of algebra and trigonometry to the study of elementary functions and their graphs including polynomial, rational, exponential, logarithmic and trigonometric functions. (For math/science majors)
Prerequisite: MATH 0303 or acceptable placement test score.

MATH 2313 Calculus I with Analytic Geometry (3-1) (CB2701015937)
The line, circle, algebraic curves, limits, continuity, the derivative, applications of the derivative, the differential, and the indefinite integral.
Prerequisite: MATH 2312 and MATH 1316 or acceptable placement test score.

MATH 2314 Calculus II with Analytic Geometry (3-1) (CB2701015937)
Indefinite integral, definite integral with applications including areas, volumes, centroids, work, arc length and fluid pressure, logarithmic and exponential functions, trigonometric and inverse trigonometric functions, hyperbolic functions and conic sections.
Prerequisite: MATH 2313.

MATH 2315 Calculus III with Analytic Geometry (3-1) (CB2701015937)
Techniques of integration, polar coordinates, indeterminate forms, improper integrals, parametric equations, vectors in two and three dimensions, lines and planes in space, and vector valued functions.
Prerequisite: MATH 2314.

MATH 2316 Calculus IV with Analytic Geometry (3-1) (CB2701015937)
Taylor's formula, infinite series, differential calculus of functions of several variables, directional derivatives, gradients, multiple integration, Lagrange multipliers, introduction to vector calculus.
Prerequisite: MATH 2315.

MATH 2320 Differential Equations (3-0) (CB2703015137)
Equations of the first order and degree, linear differential equations, operational methods, higher order equations, Laplace transforms and applications of differential equations.
Prerequisite: MATH 2315.

TMTH 1301 Applied Mathematics (3-0) (CB2701019437)
Application of algebra to solve physical problems in various technical fields. Topics include: algebraic operations, linear equations, factoring, algebraic fractions, graphs, systems of linear equations, exponents and scientific notation, roots and radicals, quadratic equations.
Prerequisite: MATH 0302 or acceptable placement test score. This math course cannot be used to satisfy college level math requirement for associate in arts degree.

TMTH 1302 Applied Trigonometry (3-0) (CB2701019337)
Rectangular coordinate system, trigonometric functions and graphs, fundamental trigonometric identities, solutions of right triangles, elementary vectors and applications.
Prerequisite: TMTH 1301 or MATH 0303 or acceptable placement test score. This math course cannot be used to satisfy college level math requirement for associate in arts degree.

Medical Laboratory Technology 8028

Tyler Junior College offers a two-year program designed to provide understanding, proficiency and skill in medical technology. Upon completion of the program, the student will be granted an associate in applied science degree and is eligible to apply for admission to sit for the certification examination administered by the American Society of Clinical Pathologists (ASCP).

A balanced curriculum of general education and medical laboratory technology courses offers the student an opportunity for cultural development as well as occupational competence. Clinical instruction is given at assigned affiliate hospitals under the general supervision of the faculty employed by Tyler Junior College.

When a student has completed the program he/she should be able to perform in all areas of the clinical laboratory. A minimum grade of 75 (C) is required on all medical laboratory technology courses.

All required courses of the associate degree curriculum must be completed with a "C" or better. Having not received a "C" or better **in any prerequisite course**, the student may not progress until the deficiency has been removed.

Enrollment in this program is limited. See the Selected Admissions requirements in the admissions section of this *Catalog.*

MELT 1101 Clinical Immunology I (1-1)
Basic immunology/serology theory and laboratory applications related to the clinical laboratory.

MELT 1141 Practicum I (0-5)
Methods in advanced hematology and urinalysis with laboratory applications and basic instruction in the use of computers.

MELT 1300 Introduction to Clinical Laboratory Science (3-1)
Basic theory of clinical laboratory medicine including ethics, patient relations, terminology and phlebotomy.

MELT 1323 Clinical Chemistry I (3-1)
Basic theory and laboratory procedures related to clinical chemistry.

MELT 1324 Miscellaneous Clinical Microbiology (3-6)
Methods in parasitology and mycology.
Prerequisites: MELT 1301, BIOL 2420 or permission of program director.

MELT 1521 Clinical Bacteriology (3-8)
Methods and equipment used in clinical bacteriology.
Prerequisites: MELT 1301, BIOL 2420 or permission of program director.

MELT 1601 Hematology I (3-9)
Introduction to medical laboratory technology and study of hematology.

MELT 2411 Clinical Chemistry II (2-8)
Chemistry related to the clinical laboratory.

MELT 2412 Coagulation/Immunohematology (3-4)
Blood banking and coagulation techniques with laboratory application.

MELT 2413 Clinical Immunology II (3-4)
Clinical immunology with laboratory applications.

MELT 2232 Practicum III (0-15)
Clinical laboratory experience in areas of specialization under the supervision of College faculty.

MELT 2623 Practicum II (2-38)
Clinical laboratory experience in A.M. training under the supervision of College faculty.

Medical Office Management 5827

The medical office management program is designed to provide health care facilities with professionally trained individuals in management who will promote the smooth operation of an office or department within a health care agency.

These managers, during the course of overseeing the day-to-day operation, will practice effective human relations, maintain an efficient records management system and utilize a variety of office equipment that will facilitate the administrative functions of the medical department/ medical office.

Students who successfully complete this nine-month program and make application to the registrar's office will receive a certificate of proficiency.

MOMG 1301 Medical Terminology I (3-0)
An introduction to the principles of medical terminology and the classes of word elements as building blocks for a medical vocabulary which includes medical terminology relating to specific systems of the body with emphasis on material found in medical records.
(Same as MEDR 1301)

MOMG 1302 Medical Office Procedures I (3-0)
Human relations and patient education, records management systems, telephone techniques, preparation for employment, development of an office procedures handbook, handling of correspondence and other applicable office procedures.

MOMG 1321 Medical Terminology II (3-0)
Continued principles of medical terminology and the classes of word elements as building blocks for a medical vocabulary which includes medical terminology relating to specific systems of the body with emphasis on material found in medical records.
(Same as MEDR 1321)
Prerequisite: MOMG 1301.

MOMG 1322 Medical Office Procedures II (3-0)
Bookkeeping systems, billing, collections, claims processing, direct claims resolution, insurance terminology, processing of insurance claims, profiles, coding and general guidelines for answering patients' questions about insurance.

MOMG 2229 Practicum (1-8)
On-the-job training in a medical office.
Prerequisite: Approval of program director.

MOMG 2301 Medical Transcription (2-2)
Transcription and management of documents utilizing medical terminology unique to specific body systems.
Prerequisite: OFFT 1325 or high school word processing and MOMG 1301.

MOMG 2340 Professional Development Skills (3-0)
A capstone course incorporating skills learned throughout degree plan. Teamwork, office skills, medical terminology and medical office procedures will be reviewed. Development and refinement of the skills necessary to gain employment in a medical office.
Prerequisite: Should be taken in final semester of certificate program.

Medical Record Technology 5827

See Health Information Technology

Microcomputer Service 8824

As microcomputers and electronic devices are employed in greater numbers in businesses, educational institutions, and homes, the need for microcomputer service technicians has increased. The microcomputer service curriculum is designed to prepare the student as a microcomputer service technician, fully competent to perform repair and maintenance of microcomputers, peripheral devices and networks. Many microcomputer service technicians are employed by microcomputer companies, while some technicians own their own businesses.

After successful completion of the first year, the student receives the certificate of proficiency. During the second year, students may continue toward the associate in applied science degree in electronic technology, with microcomputer service option.

MCRO 1272 Microcomputer Practicum I (1-10)

The Capstone experience for the microcomputer service certificate program. Provides actual work experience in microcomputer service activities. **Prerequisites:** MCRO 1331, COSC 1307 and COSC 1371.

MCRO 1311 DC/AC Principles for Microcomputer Equipment (2-4)

An introduction to DC electronic circuits and basic AC circuits with an emphasis on location, testing and replacement of defective components. Includes study of semiconductor electronic devices such as diodes, transistors and integrated circuits.

MCRO 1312 Electronic Circuits for Microcomputer Equipment (2-4)

A study of transistors and integrated circuits as incorporated in amplifiers, oscillators, power supplies and transducer circuits. Fundamentals of microcomputer-related audio and video circuit operation and troubleshooting techniques for location, testing and replacement of defective components.
Prerequisite: MCRO 1311.

MCRO 1321 Digital Principles for Microcomputer Equipment (2-4)

An introduction to digital logic devices and circuits including basic logic gates and logic circuit simplification. Includes fundamentals of clocked logic circuits found in microcomputer systems to include latches, flip-flops, counters, registers and associated troubleshooting techniques.

MCRO 1322 Microprocessor Concepts (2-4)

A study of microprocessors and related microcomputer components including random access memory, read-only memory, coprocessors and input/output devices. Includes circuits employed in microcomputer system boards, CRTs, interface boards and peripheral devices. **Prerequisite:** MCRO 1321.

MCRO 1331 Microcomputer Hardware I (2-4)

An introduction to the modular hardware components of the microcomputer including the disassembly and assembly of the microcomputer with an emphasis on terminology. Includes an exploration of microcomputer peripheral equipment.

MCRO 1332 Microcomputer Networks (2-4)

Topology, hardware, software and protocols related to the installation, configuration and maintenance of microcomputer networks.
Prerequisite: MCRO 1331.

MCRO 1342 Microcomputer Hardware II (2-4)

Networks and telecommunications techniques for moving data, video and voice over microcomputer systems, including local area networks, wide area networks and modems.
Prerequisite: MCRO 1331.

MCRO 2254 Microcomputer Service Practicum II (1-10)

The Capstone course for the A.A.S. in electronics technology–microcomputer service option. Provides supervised work experience in a microcomputer service position. A weekly seminar provides a forum to share work experiences with other students in the practicum.
Prerequisite: MCRO 1372.

MCRO 2355 Current Topics in Microcomputer Technology (3-0)
Exploration of advanced microcomputer techniques. Exploration of current issues in microcomputer technology.
Prerequisites: MCRO 1311 or consent of instructor.

MCRO 2356 Trends in Microcomputer Technology (3-0)
A study of advanced microcomputer technology with an emphasis on future trends.
Prerequisites: MCRO 2555 or consent of instructor.

Modern Languages 2204A

A student majoring modern languages should see the modern language director for help in completing a course plan.

French

FREN 1300 Conversational French I
(3-0) (CB1609015431)
An introduction to French language and culture through conversational patterns using audio-visual and communicative materials with emphasis on oral performance; for beginning students.

FREN 1310 Conversational French II
(3-0) (CB1609015431)
A continuation of FREN 1300.
Prerequisite: FREN 1300 or equivalent.

FREN 1411 Elementary French I
(3-2) (CB1609015131)
An audio-lingual and communicative approach with extensive use of audio and video cassettes to teach all facets of the language in a cultural setting; for beginning students.

FREN 1412 Elementary French II
(3-2) (CB1609015131)
A continuation of FREN 1411.
Prerequisite: FREN 1411 or equivalent.

FREN 2311 Intermediate French I
(3-0) (CB1609015231)
An intensive review of French grammar, through readings in history, language and culture with audio cassettes and film; emphasis on oral language skills; conducted mainly in French.
Prerequisite: FREN 1412 or equivalent.

FREN 2312 Intermediate French II
(3-0) (CB1609015231)
A continuation of FREN 2311.
Prerequisite: FREN 2311 or equivalent.

German

GERM 1411 Elementary German I
(3-2) (CB1605015131)
The audio-lingual and communicative approach with extensive use of audio cassettes to teach all facets of the language in a cultural setting; for beginning students.

GERM 1412 Elementary German II
(3-2) (CB1605015131)
A continuation of GERM 1411.
Prerequisite: GERM 1411 or equivalent.

Spanish

SPAN 1300† Conversational Spanish
(3-0) (CB1609055431)
An introduction to the Spanish language and Hispanic culture through conversational patterns using audio-visual and communicative materials with an emphasis on oral performance; for beginning students.

SPAN 1310† Conversational Spanish
(3-0) (CB1609055431)
A continuation of SPAN 1300. This course is also offered through instructional television.
Prerequisite: SPAN 1300 or equivalent.

SPAN 1311† Advanced Spanish Conversation (3-0) (CB1609055431)
A continuation of Spanish 1310. This course is only offered through instructional television. Only 6 semester hours of Conversational Spanish is permitted for the degree program.

SPAN 1411 (SPN 114) **Elementary Spanish I** (3-2) (CB1609055131)
The audio-lingual and communicative approach with extensive use of audio and video cassettes to teach all facets of the language in a cultural setting; for beginning students.

SPAN 1412 (SPN 124) **Elementary Spanish II** (3-2) (CB1609055131)
A continuation of SPAN 1411.
Prerequisite: SPAN 1411 or equivalent.

---

†*Student can only receive 6 hours maximum credit in Conversational Spanish.*

SPAN 2311 (SPN 213) **Intermediate Spanish I** (3-0) (CB1609055231)
Advanced Spanish grammar, vocabulary building and review of all verb forms for composition in an audio-video and communicative format; conducted mainly in Spanish.
Prerequisite: SPAN 1412 or equivalent.

SPAN 2312 (SPN 223) **Intermediate Spanish II** (3-0) (CB1609055231)
A continuation of SPAN 2311. Includes a novel of a major Hispanic author along with a more in-depth look at verbal patterns.
Prerequisite: SPAN 2311 or equivalent.

Sign Language

SGNL 1401 Beginning American Sign Language I (3-3) (CB5102055132)
Same as SIGN 1302, page 114. (SIGN 1302 and SGNL 1401 cannot both be counted for credit.)

SGNL 1402 Beginning American Sign Language II (3-3) (CB5102055132)
Same as SIGN 1321, page 114. (SIGN 1321 and SGNL 1302 cannot both be counted for credit.)
Prerequisite: SGNL 1401 or SIGN 1302.

SGNL 2301 Intermediate American Sign Language I (3-3) (CB5102055232)
Same as SIGN 2301, page 114. (SIGN 2301 and SGNL 2301 cannot both be counted for credit.)
Prerequisite: SGNL 1402 or SIGN 1321.

SGNL 2302 Intermediate American Sign Language II (3-3) (CB5102055232)
Same as SIGN 2321, page 114. (SIGN 2321 and SGNL 2302 cannot both be counted for credit.)
Prerequisite: SGNL 2301.

Music 1005

A student majoring in music should see a faculty advisor for help in completing a course plan.

Courses are offered for three types of students:

1. Those who desire to pursue a professional career in music after completing a standard four-year curriculum.
2. Those who desire to take individual private lessons in applied music.
3. Those who desire a cultural background in music.

MUSI 1116 Elementary Ear Training and Sight Singing
(2-1) (CB5009045630)
The study of rhythmic, melodic and harmonic dictation in the major and minor keys, and sight singing in the treble and bass clefs. Must be taken concurrently with MUSI 1311. Required of music and fine arts-music majors.

MUSI 1117 Elementary Ear Training and Sight Singing
(2-1) (CB5009045630)
The continued study of rhythmic, melodic and harmonic dictation in the major and minor keys, and sight singing in the treble and bass, alto and tenor clefs. Must be taken concurrently with MUSI 1312. Required of music and fine arts-music majors.
Prerequisite: MUSI 1116.

MUSI 1121, 1122, 2121, 2122* Community Wind Ensemble
(1-1) (CB5009035630)
The Community Wind Ensemble is an elite performance ensemble open to all students of the College who qualify by audition. Performances include concerts, commencement, campus and community events and recruiting activities.

MUSI 1127, 2127* Marching Band
(1-4) (CB5009035530)
The Apache Marching Band is an elite performance ensemble open to all students of the College who qualify by audition. Performances include field and parade marching, concerts, athletic events and other campus activities. Students are encouraged to take Applied Music concurrently with this course.

**Student can only receive 8 hours maximum credit.*

MUSI 1128, 2128 Symphonic Band*
(1-4) (CB5009035530)
The Symphonic Band meets during the spring semester. Emphasis will primarily be on preparation for various concert performances, along with a limited number of marching performances.

MUSI 1129, 1130, 2129, 2130*
Wind Ensemble (1-4) (CB5009035530)
The Wind Ensemble is an elite concert performance ensemble open to all students of the College who qualify by audition and are also members of the Marching Band or Symphonic Band.

MUSI 1131, 1132, 2131, 2132**
Accompanying Class
(0-3) (CB5009035630)
Supervised experiences studying the principles, philosophy and techniques of vocal and instrumental accompanying.

MUSI 1133,1134, 2133, 2134**
Instrumental Chamber Ensemble
(1-2) (CB5009035630)
An advanced performance instrumental ensemble studying and performing wind and percussion chamber music from the medieval period to modern music. Admission by audition. Must be concurrently enrolled in band. Applied Music is concurrent with this course. Performances include campus and community concerts as well as performance tours.

MUSI 1137, 1138, 2137, 2138**
Guitar Ensemble (1-2) (CB5009035630)
A select group of two to sixteen students which plays special arrangements for guitar "orchestra." Admission by audition.

MUSI 1139,1140, 2139, 2140**
Jazz Band (1-2) (CB5009035630)
The Apache Jazz Band is an advanced performance ensemble open to students who qualify by audition and are currently enrolled in band. Performances include concerts, festivals and other campus events. Literature ranges from the "Big Band" music of the 1920's to modern jazz of the present.

** ** ***Student can only receive 8 hours maximum credit.*

MUSI 1151, 1152, 2151, 2152***
Chamber Singers Small Ensemble
(1-2) (CB5009035830)
A small group of select singers capable of performing both as an ensemble and as soloists performing traditional and contemporary madrigal and chamber vocal repertoire. Admission by audition.

MUSI 1153, 1154, 2153, 2154***
Harmony and Understanding
(1-2) (CB5009035830)
A highly select vocal pop ensemble, includes instruction in the choral popular idiom. Admission by audition.

MUSI 1159, 2159 Musical Theatre Workshop (0-5) (CB5009036130)
The study and performance of works from the music theatre repertoire with emphasis on all phases of techniques and procedures including participation in the musical production.

MUSI 1160 Italian Diction
(1-2) (CB5009085330)
A detailed study of Italian diction as it is applied to vocal literature. The course includes pronunciation of Italian vowels, consonants, and semi-consonants, as well as familiarization with and memorization of the rules governing pronunciation. Examinations will include both written and oral portions.

MUSI 1181 Class Piano
(1-2) (CB5009075130)
Three hours instruction per week with instructions for beginners in piano using a 12 place electronic piano lab. Fundamentals of proper piano technique, note reading within the great staff, major scales, playing in the keys of C, F, G and simple chording with no previous piano experience.

MUSI 1182 Advanced Class Piano
(1-2) (CB5009075130)
Continuation of MUSI 1181 with THREE hours instruction per week including ledger lines, dotted rhythm pattern, playing in the keys of D, A, B^b, and hand independence with solo literature including the simpler works of Bach and Mozart.
Prerequisite: Completion of MUSI 1181 or approval of the instructor.

MUSI 1237,1238, 2237, 2238**
Symphony Orchestra
(1-2) (CB5009035630)
Open to advanced instrumental students who are given practical training in professional orchestral routine in the Tyler Youth Orchestra. Admission by audition.

MUSI 1241,1242, 2241, 2242
Concert Chorus (1-3) (CB5009035730)
A mixed chorus organized for the purpose of singing the more important works of vocal ensemble with members of this group engaging in a wide variety of public performances. Open to any student in the College; meets three hours per week.

COMM 2304 Sound Production Technology (3-1) (CB1001045126)
Concepts and techniques of sound production. Musical Instrument Digital Interface hands-on experience with equipment, sound sources and sequencing technology. Credit cannot be received for both COMM 2303 and 2304.

COMM 2325 Practicum in Electronic Music Production I
(3-3) (CB0907015126)
Instruction and participation using electronic music media.
Prerequisite: COMM 2304 or permission of the instructor.

COMM 2326 Practicum in Electronic Music Production II
(3-3) (CB0907015126)
Instruction and participation using electronic music media.
Prerequisite: COMM 2325.

MUSI 1301 Music Fundamentals
(3-0) (CB5009045530)
An introduction to the elements of music including a study of the staff, clefs, key signatures, scales, time signatures, notation, meter and rhythm and application of theory to the keyboard. Also for those lacking a background in music theory or desiring an appropriate elective.

***Student can only receive 8 hours maximum credit.*

MUSI 1304 Music Curriculum for the Elementary School
(3-0) (CB5009045430)
A study of music content appropriate to elementary school children including vocal characteristics, reading concepts and examination of recently published materials.

MUSI 1306 Music Appreciation
(3-0) (CB5009025130)
A foundation in enjoyment and understanding of music through the study of changes in Western music from the Middle Ages to the present time making use of recorded examples.

MUSI 1308 Introduction to Music Literature (3-1) (CB5009025230)
A general survey of the development of the art of music, designed to provide a basic understanding of music from the romantic through the contemporary periods of music literature. Open to non-music majors.

MUSI 1309 Introduction to Music Literature (3-1) (CB5009025230)
A general survey of the development of the art of music, designed to provide a basic understanding of music from the middle ages through the classical periods of music literature. Open to non-music majors.

MUSI 1311 Elementary Harmony
(3-1) (CB5009045130)
A study of triads and their inversions, chord connections, keyboard harmony, cadences, simple nonharmonic tones, seventh chords and original part-writing exercises. Must be taken concurrently with MUSI 1116.

MUSI 1312 Elementary Harmony
(3-1) (CB5009045130)
A continuation of harmony including diatonic and seventh chords in all positions, chords with variant qualities, sequence, nonharmonic tones, chord progressions, choral voicing, keyboard harmony, cadences, figured bass, harmonization of given melodies, modulation to closely related keys. Must be taken concurrently with MUSI 1117.
Prerequisite: MUSI 1311.

MUSI 2116 Advanced Ear Training and Sight Singing (2-1) (CB5009045730)
A continuation of dictation and sight singing studies, including syncopation, modulation, seventh chords, secondary dominants and the church modes. Must be taken concurrently with MUSI 2311. Required of music majors.
Prerequisite: MUSI 1117.

MUSI 2118 Advanced Ear Training and Sight Singing (2-1) (CB5009045730)
A continuation of dictation and sight singing studies, including secondary function chords, chromatic intervals, twentieth century techniques, atonal melodies and complex rhythms. Required of music majors. Must be taken concurrently with MUSI 2312.
Prerequisite: MUSI 2116.

MUSI 2311 Advanced Harmony (3-1) (CB5009045230)
A further study of harmony and the introduction to secondary dominants, secondary leading-tone chords, diatonic and chromatic modulations, linear diminished seventh chords, neopolitan triad, augmented sixth chords. Must be taken concurrently with MUSI 2116. Required of music majors.
Prerequisite: MUSI 1312.

MUSI 2312 Advanced Harmony (3-1) (CB5009045230)
A further study of harmony and the introduction to the ninth, eleventh, and thirteenth chords, modes, pandiatonicism, quartal harmony, twelve-tone serialism, aleatoric process, transposing, planing, exotic scales and other modern techniques. Must be taken concurrently with MUSI 2118. Required of music majors.
Prerequisite: MUSI 2311.

Applied Music

Music majors should enroll in private lessons in two areas each semester, depending upon their intended degree. Those who aim toward professional performance should take private lessons for a major for the maximum number of semester hours each semester. Those who aim toward teaching should take private lessons for a concentration of two semester hours each semester. All music majors should take, in addition to either a major or a concentration, a secondary private lesson for one semester hour credit each semester. In every case, one of the two private lessons each semester must be piano.

A student majoring in music should see a faculty advisor for help in completing a course plan.

Students may also take private instrumental and vocal instruction as an elective. Two semester hours credit would signify one hour of instruction per week. One semester hour would signify 30 minutes of instruction per week.

The fees per semester on applied music courses are found in the tuition and fees section of this *Catalog.*

The College is not obligated to furnish instruments.

Vocal and instrumental instruction is available as follows:

Voice

The study of the art of singing in the *bel canto* style including breath control, breath support, vowel formation and other techniques of vocal production through vocal exercises tailored to the individual needs of each student and the study of art song literature from the English, Italian, German and French repertoires.

Piano, Organ

(Music majors with no piano experience should enroll for piano class)

Enables the student for a major or concentration to develop technical capabilities to a high degree as well as become well acquainted with repertoire from the Baroque period to the present day. Develops fluency in reading at the keyboard and a knowledge of some technical and theoretical fundamentals at the instrument for minors.
Organ prerequisite: Piano experience or permission from instructor.

Guitar

Focuses on the classical technique as well as different positions, proper fingering, major and minor scales and sight reading with typical compositions by F. Carulli, M. Carcassi, L. Milan and H. Villa-Lobos.

Electric Bass
Covers basic music reading with emphasis on correct fingering, sight reading skill, scales and memorization of bass parts to "standard" tunes selected by the instructor. Elective only.

Secondary or Elective

MUAP 1101,1102, 2101, 2102 Violin

MUAP 1109,1110, 2109, 2110 Cello

MUAP 1113,1114, 2113, 2114 Double Bass

MUAP 1115,1116, 2115, 2116 Electric Bass

MUAP 1117,1118, 2117, 2118 Flute

MUAP 1121,1122, 2121, 2122 Oboe

MUAP 1125,1126, 2125, 2126 Bassoon

MUAP 1129,1130, 2129, 2130 Clarinet

MUAP 1133,1134, 2133, 2134 Saxophone

MUAP 1137,1138, 2137, 2138 Trumpet

MUAP 1141,1142, 2141, 2142 French Horn

MUAP 1145,1146, 2145, 2146 Trombone

MUAP 1149,1150 2149, 2150 Baritone

MUAP 1153,1154, 2153, 2154 Tuba

MUAP 1157,1158, 2157, 2158 Percussion

MUAP 1161,1162, 2161, 2162 Guitar

MUAP 1165,1166, 2165, 2166 Organ

MUAP 1169,1170, 2169, 2170 Piano

MUAP 1177,1178, 2177, 2178 Harp

MUAP 1181,1182, 2181, 2182 Voice

Concentration or Elective

MUAP 1201,1202, 2201, 2202 Violin

MUAP 1209,1210, 2209, 2210 Cello

MUAP 1213,1214, 2213, 2214 Double Bass

MUAP 1215,1216, 2215, 2216 Electric Bass

MUAP 1217,1218, 2217, 2218 Flute

MUAP 1221,1222, 2221, 2222 Oboe

MUAP 1225,1226, 2225, 2226 Bassoon

MUAP 1229,1230, 2229, 2230 Clarinet

MUAP 1233,1234, 2233, 2234 Saxophone

MUAP 1237,1238, 2237, 2238 Trumpet

MUAP 1241,1242, 2241, 2242 French Horn

MUAP 1245,1246, 2245, 2246 Trombone

MUAP 1249,1250, 2249, 2250 Baritone

MUAP 1253,1254, 2253, 2254 Tuba

MUAP 1257 1258, 2257, 2258 Percussion

MUAP 1261,1262, 2261, 2262 Guitar

MUAP 1265,1266, 2265, 2266 Organ

MUAP 1269,1270, 2269, 2270 Piano

MUAP 1277,1278, 2277, 2278 Harp

MUAP 1281,1282, 2281, 2282 Voice

Major

MUAP 1301,1302, 2301, 2302 Violin

MUAP 1309,1310, 2309, 2310 Cello

MUAP 1313,1314, 2313, 2314 Double Bass

MUAP 1317,1318, 2317, 2318 Flute

MUAP 1321,1322, 2321, 2322 Oboe

MUAP 1325,1326, 2325, 2326 Bassoon

MUAP 1329,1330, 2329, 2330 Clarinet

MUAP 1333,1334, 2333, 2334 Saxophone

MUAP 1337,1338, 2337, 2338 Trumpet

MUAP 1341,1342, 2341, 2342 French Horn

MUAP 1345,1346, 2345, 2346 Trombone

MUAP 1349,1350, 2349, 2350 Baritone

MUAP 1353,1354, 2353, 2354 Tuba

MUAP 1357,1358, 2357, 2358 Percussion

MUAP 1361,1362, 2361, 2362 Guitar

MUAP 1365,1366, 2365, 2366 Organ

MUAP 1369,1370, 2369, 2370 Piano

MUAP 1377,1378, 2377, 2378 Harp

MUAP 1381,1382, 2381, 2382 Voice

Nursing, Associate Degree (ADN) 8021

The associate degree nursing program is a four semester and two summer sessions curriculum. The associate degree graduate, after adequate orientation, begins to practice as a staff nurse in a hospital or other health care setting. Through assessment of the individual, the graduate plans, implements and evaluates direct nursing care for individuals and/or groups. The graduate is able to monitor and direct peers and ancillary workers in the technical aspects of nursing care.

Having graduated from Tyler Junior College with an associate in applied science degree in nursing, the graduate is qualified to apply for the National Council Licensure Examination for Registered Nurses.

Enrollment in this program is limited. See the Selected Admissions requirements in the admissions section of this *Catalog.*

All required courses of the associate degree curriculum must be completed with a "C" or better. Having **not** received a "C" or better **in any prerequisite course,** the student may not progress until the deficiency has been removed.

All science courses and PSYC 2314 must have been completed within seven years of the time required in the curriculum or must be repeated.

NURS 1201 Special Topics (2-0)
Orientation to nursing and other topics to facilitate entry into student and provider of care roles.
Prerequisite: Acceptance to the ADN Program with approval based on specific criteria. Concurrent enrollment in NURS 1701* and BIOL 2401*.

NURS 1301 Introductory Nursing Nutrition (3-0)
Principles of normal nutrition to meet the needs of the ill.

NURS 1302 Nursing Pharmacology (3-0)
Concepts of basic nursing pharmacology.
Prerequisites: BIOL 2401 and BIOL 2402.

NURS 1303 Nursing Pharmacology II (3-0)
A continuation of NURS 1302.
Prerequisite: NURS 1302.

NURS 1501 LVN Transition (3-5)
Expansion of knowledge base and nursing skills through the study of the nursing process, therapeutic communication, fluid and electrolytes and selected medical-surgical conditions in adult patients.
Prerequisites: Acceptance to the ADN Program with approval based on special criteria, BIOL 2401, 2402 and eligibility for placement into second year nursing courses the following semester.

NURS 1701 Nursing I (4-16)
Fundamentals of nursing care applied to adults experiencing medical-surgical disorders. Nursing process, asepsis, pharmacology, fluid and electrolytes, nutrition and critical thinking are introduced.
Prerequisites: Acceptance to the ADN Program with approval based on specific criteria. Concurrent enrollment in BIOL 2401* and NURS 1201*.

NURS 1901 Nursing II (6-16)
Nursing care of adults with cancer and medical-surgical disorders of the eye, ear, and specific body systems (GI, MS, GU, respiratory, integumentary and endocrine).
Prerequisites: NURS 1201,1701 and BIOL 2401. **Concurrent Enrollment**: BIOL 2402*.

NURS 2501 Nursing III (5-17) (8 weeks)
Expansion of student skills through maternity and gynecologic nursing.
Prerequisites: First year **Concurrent Enrollment:** BIOL 2420*.

NURS 2502 Nursing IV (5-17) (8 weeks)
Care of children with medical-surgical problems.
Prerequisite: First year **Concurrent Enrollment:** BIOL 2420*.

NURS 2503 Nursing V (5-17) (8 weeks)
Care of clients with common behavior deviations.
Prerequisite: First year, BIOL 2420
Concurrent Enrollment: 3 hour elective*.

**Concurrent enrollments are required unless previously completed with a "C" or better.*

NURS 2504 Nursing VI (5-17) (8 weeks)
Incorporates care of clients with neuro and cardiac problems with role transition. **Prerequisites:** First year, BIOL 2420, NURS 2501 and NURS 2502.
Concurrent Enrollment: 3 hour elective*.

**Concurrent enrollments are required unless previously completed with a "C" or better.*

Nursing, Critical Care 8022

This program will provide experienced registered nurses with the educational experiences required for employment in the field of critical care nursing.

CCNG 2103 Seminar (1-0)
Expansion of knowledge, case by case study presentations and special topics. Evaluations will be included to determine mastery of course objectives.

CCNG 2105 Renal and Endocrine Systems (1-0)
Review of anatomy and physiology of the renal and endocrine systems utilizing the nursing process related to specific health care problems.

CCNG 2108 EKG (1-0)
Interpretation, clinical importance and treatment of electrocardiogram strip recordings.

CCNG 2109 Gastrointestinal and Hematologic Pathology and Management (1-0)
Examines the pathology of the gastrointestinal and hematologic systems and related nursing care including nutritional considerations, laboratory parameters and blood administration.

CCNG 2202 Pulmonary Pathology and Management (2-0)
Expands knowledge of respiratory anatomy and physiology and pathophysiology. Course includes chest x-ray interpretation, ventilator management and arterial blood gas analysis interpretation.

CCNG 2203 Neurological Pathology and Management (2-0)
Review of anatomy and physiology specific to neurological system utilizing the nursing process related to specific health care problems.

CCNG 2204 Cardiovascular Pathology and Management (2-0)
Pathophysiological approach in nursing care of patients with cardiovascular disease and the use of technical equipment utilized in the management/ treatment.

CCNG 2402 Clinical Practicum (0-20)
Critical care theories are applied to the care of the critically ill patient. Emphasis is placed on psychosocial, ethical and legal concepts.

Nursing, Vocational (VNE) 7821

The vocational nursing program is designed to prepare qualified individuals to give direct nursing care to patients of all age groups and to promote development of the individual as a responsible member of society.

Successful completion of vocational nursing curriculum leads to a certificate of proficiency.

Graduates are prepared to provide care in all health care settings that require increasing levels of technical expertise. The preparation of the student is based on scientific principles and structured to provide a foundation of skills on which the vocational nurse may build. Educational experiences are focused on disease prevention and direct care of selected patients.

After successful completion of the curriculum, graduates are eligible for the State Board of Vocational Nursing Examiners examination. Only students who have completed a program of education approved by the State Board and who have successfully passed the state licensing examination are authorized to practice as licensed vocational nurses.

Enrollment in TJC's vocational nursing program is limited. See the Selected Admissions requirements in the admissions section of this *Catalog*.

A vocational nursing student must maintain a minimum of a "C" in every vocational nursing course in order to graduate.

Any student who has withdrawn from the program after successfully completing one or two semesters may re-enter

the program by passing with a 76 percent or better the most current final examination for each nursing course completed prior to withdrawal and successfully completing a practicum in VOCN 1601 prior to readmission.

Readmission to the program is dependent upon available space.

VOCN 1222 Maternity Nursing (2-3)
Biopsycho-social aspects of client during prenatal and postpartum periods.
Prerequisite: All first semester courses.

VOCN 1301 Health Maintenance (3-0)
Principles of good nutrition and basic concepts of mental health.

VOCN 1321 Nursing Care of Children (2-4)
Disorders, diseases and normal growth and development from birth to adolescence.
Prerequisite: All first semester courses.

VOCN 1431 Long Term Care Nursing (2-11)
The aging process along with the legal, ethical, occupational and leadership aspects of long term care nursing.
Prerequisite: All second semester courses.

VOCN 1432 Community Health Nursing (2-11)
Nursing process in promotion of community health, mental illness and substance dependency problems.
Prerequisite: All second semester courses.

VOCN 1501 Science for VNE (5-0)
Basic anatomical and physiological principles of human anatomy, pathogens and their implications in disease.

VOCN 1502 Medical-Surgical Nursing I (5-1)
Orientation to nursing, professional ethics, legal aspects, nursing process, drug classification and selected physiologic maladaptions.

VOCN 1623 Medical-Surgical Nursing II (4-10)
Nursing process continued in selected physiologic maladaptations.

VOCN 1624 Medical-Surgical Nursing III (4-10)
Continued use of the nursing process in selected physiologic maladaptations.
Prerequisite: All first semester courses.

VOCN 1701 Essentials of Nursing (4-16)
Basic knowledge and skills utilizing the nursing process as well as the calculation and administration of medications.

Office Technology 5824

The two-year associate degree curriculum in office technology is designed to train students for employment as information managers in the automated business offices of today and the future. Leading-edge technology is emphasized with the latest software packages being used.

A fast-paced certificate program is offered to allow students to develop general office skills that will allow them to meet the employment needs of a business office in nine months.

OFFT 1311 Keyboarding (2-2)
Use of the alphabetic, numeric, and symbol keys is taught utilizing a software package. The touch system of keyboarding will be emphasized along with speed and accuracy. Formatting of simple business documents will be covered.

OFFT 1312 Office Systems and Applications (3-0)
Concepts of operating an automated office through the use of trained personnel, proper procedures and electronic equipment.

OFFT 1313Business Math/ Calculators (3-0)
Mathematical principles used in business are applied utilizing electronic calculators.

OFFT 1314 Business English (3-0)
Grammar, punctuation, spelling and capitalization as applied in written business communications.

OFFT 1321 Business Transcription (2-2)
Hands-on production of mailable business documents from automated dictation.
Prerequisite: OFFT 1325 or high school word processing.

OFFT 1322 Business Communications (3-0)
Application of letter-writing principles to inquiries and replies, credit and sales letters, adjustments, collections and business reports.

OFFT 1325 Introduction to Word Processing (2-2)
The production of business documents through the use of a professional software package.
Prerequisite: OFFT 1311 or high school keyboarding.

OFFT 2311 Specialized Software (2-2)
Business applications are performed using an integrated software package. Students will prepare business documents which require the use of a word processing system, a spreadsheet, and a database.
Prerequisite: A word processing course or approval of the program director.

OFFT 2316 Intermediate Word Processing (2-2)
A professional software package is used to produce form documents, boilerplate paragraphs, mailmerge letters, business documents, columns, graphics and tables.
Prerequisite: OFFT 1325 or high school word processing.

OFFT 2320 Database Applications (2-2)
Management of databases through use of a current database software package.

OFFT 2326 Advanced Word Processing (2-2)
Hands-on experience utilizing a software package frequently used by business organizations. Advanced word processing functions will be emphasized.
Prerequisite: OFFT 2316.

OFFT 2327 Professional Office Management (3-0)
Develops an understanding of labor/ management relations while stressing the service responsibility of the office to collect, process, store and retrieve information.

OFFT 2328 Special Topics (3-0)
Topics that reflect the needs of the business community.

OFFT 2329 Practicum (1-20)
On-the-job training in a business office.
Prerequisite: Sophomore year and approval of program director and an approved business office.

OFFT 2330 Advanced Practicum (1-20)
On-the-job training in a business office.
Prerequisite: Approval of program director/ dean and an approved business office.

OFFT 2338 Desktop Publishing (2-2)
Concepts and practical applications are taught using a software package. Page layouts, repagination, merging of graphics and text, and utilization of different font styles are emphasized.
Prerequisite: OFFT 2316.

OFFT 2340 Professional Development Skills (3-0)
A capstone course incorporating skills learned throughout the certificate program. Teamwork, office skills, communications and development of skills necessary to secure employment in office or administrative position.
Prerequisite: Should be taken in final semester of certificate or degree program.

Optician Technology 8037

The curriculum for optician technology represents a carefully planned balance of theory and practice in all aspects of the profession. The purpose of the program is to prepare the student to apply the science of optics to the making and fitting of lenses and devices; to aid in providing comfortable and efficient vision; to prepare the student to measure, adapt and fit eyeglasses or contact lenses to the human face for the aid of correction of visual or occular abnormalities; and to train the student in the use of measuring devices, instruments, machines and hand tools.

All required courses of the optician technology curriculum must be completed with a "C" or better. Having **not** received a "C" or better **in any prerequisite course,** the student may not progress until the deficiency has been removed. Students successfully completing this one-year program are awarded a certificate of proficiency.

OPTT 1201 Office Procedures, Ethics and Insurance (2-0)
Retail office procedures, ethics, layout, laboratory, insurance programs and claim forms.
Prerequisite: Admittance to program.

OPTT 1301 Anatomy and Physiology of Eye (3-0)
Eye structure and function with emphasis on cornea and visual stimuli.
Prerequisite: Admittance to program.

OPTT 1302 Optics I (3-0)
Light behavior and effect lenses have on light.
Prerequisite: Admittance to program.

OPTT 1321 Ophthalmic Dispensing Capstone (3-0)
Preparation for the State and National Certification Exam.
Prerequisite: Successful completion of all first semester courses.

OPTT 1323 Ophthalmic Materials Lab (2-4)
Advanced use of tools, machinery, hand edging, mounting lenses and quality control.
Prerequisite: OPTT 1401.

OPTT 1324 Ophthalmic Dispensing Practicum I (2-7)
Dispensing procedures, technique for fitting frames and study of materials.
Prerequisite: OPTT 1601.

OPTT 1325 Ophthalmic Dispensing Practicum II (1-14)
Supervised laboratory designed to provide the student with an integration of skills in a retail and applied laboratory setting.
Prerequisite: Successful completion of all first and second semester courses.

OPTT 1401 Ophthalmic Laboratory Practicum (3-9)
Ophthalmic terms, lens design and surface powers relating to refracting errors grinding lens surface, computing lens curves and lens power measuring instruments.
Prerequisite: Admittance to program.

OPTT 1420 Contact Lenses (3-3)
Contact lens materials, fitting techniques and responsibilities.
Prerequisite: Successful completion of OPTT 1401,1601,1301 and 1302.

OPTT 1422 Optics II (3-3)
Application of lens equations, optics of spheres, cylinders, prism, surface charts and tools.
Prerequisite: OPTT 1302.

OPTT 1701 Ophthalmic Dispensing (6-3)
Refractive errors, lens aberration and effects, safety lens, prisms, anatomy optics and bifocal fitting procedures.
Prerequisite: Admittance to program.

Philosophy

PHIL 1301 Introduction to Philosophy (3-0) (CB3801015135)
A general introduction to philosophy designed to give basic knowledge of philosophy and understanding of the issues from which that history evolved.

PHIL 2306 Introduction to Ethics (3-0) (CB3801015335)
A consideration of the basic principles of human life with critical examination of traditional and current theories of the nature of goodness, happiness, duty and freedom including readings from selected philosophies, past and present.

Physics 0401C

Physics is the fundamental physical science. The study of physics provides background for engineering, industrial research and development, medicine, teachers of science and biological sciences.

Students majoring in physics who do not receive advance placement in MATH 2312 and 1316 are encouraged to take these courses in the summer so that they may enroll in MATH 2313 in the first semester of the freshman year.

A student majoring in physics should see a Tyler Junior College faculty advisor for help in completing a course plan.

PHYS 1105 Physics Problems Laboratory (0-3) (CB4008015139)
A lab designed in the field of mechanics, fluids, heat, vibrations, electricity and optics to illustrate real-world applications of concepts taught in PHYS 1305.

PHYS 1305 Physics Problems (3-0) (CB4008015139)
General physics with emphasis on problem solving. Computational skills using basic algebra, trigonometry, and the electronic calculator will be an integral part of this course.

PHYS 1307 Physics Problems II (3-0) (CB4008015139)
A continuation of PHYS 1305 with an emphasis on electricity, magnetism and modern physics.
Prerequisite: PHYS 1305.

PHYS 1371 Industrial Strength of Materials (3-0) (CB4008015239)
Fundamentals of statics, resultant and equilibrant of forces, moments, friction, strength of materials, material properties, joint analysis, beams, columns, combined stresses and torque.

PHYS 1401 General Physics (3-3) (CB4008015339)
Fundamentals of classical mechanics, heat and sound for premedical, biological science, pharmacy, architecture students and others needing technical courses in physics. A background in algebra and trigonometry is required.

PHYS 1402 General Physics (3-3) (CB4008015339)
A continuation of PHYS 1401 including electricity and magnetism, light and modern physics.
Prerequisite: PHYS 1401.

PHYS 2425 Mechanics (3-3) (CB4008015439)
A calculus-based course for students who intend to major in physics, chemistry, mathematics or engineering.
Prerequisite: Credit or registration for MATH 2313.

PHYS 2426 Advanced Physics (3-3)
Includes electricity and magnetism. Required of all engineering majors.
Prerequisite: PHYS 2425 and credit or registration for MATH 2314.

PHYS 2427 Advanced Physics (3-3) (CB4008015439)
Heat, wave-motion, optics and atomic phenomena.
Prerequisite: PHYS 2425 and credit or registration for MATH 2314.

Psychology 2001

A student majoring in psychology should see a Tyler Junior College faculty advisor for help in completing a course plan.

PSYC 1100 Freshman Orientation/ Mentoring (1-0) (CB2401025140)
Designed to help students adjust to college life with emphasis on developing effective study skills, making wise educational choices and learning appropriate social and personality development. Required of full-time beginning students. Offered each semester and in special summer sessions.

PSYC 0301 Personal Development (3-0) (CB3201995140)
Basic principles of psychology designed to help develop interpersonal and specific behavioral self-management skills that will enable students to gain control over personal development directly relating to academic achievement.

PSYC 2301 Introductory Psychology (3-0) (CB4201015140)
Basic principles of psychology relating to individual differences, intelligence, development of personality, growth, motivation drives, emotions and learning. This course is also offered through instructional television.

PSYC 2302 Applied Psychology (3-0) (CB4201015240)
Basic psychological principles applied to adjustment and behavioral problems including a study of personality, attitudes, social relations and interactions as well as techniques for coping with stress and anxiety encountered in everyday situations of life and work.

PSYC 2314 Human Growth and Development (3-0)
The stages in the process and physical, social, cognitive and emotional factors of growth and development throughout the life span.

PSYC 2319 Social Psychology (3-0) (CB4216015142)
The study of individual behavior within the social environment.

Radio/Television

(See also R/TV courses listed in Journalism)

COMM 1336 Television Production (3-3) (CB1001045226)
Practical experience in operating television studio and control room equipment. Course will include pre-production and post-production training.

COMM 2303 Audio/Radio Production (2-2) (CB1001045126)
Concepts and techniques of sound production including coordinating and directing processes. Emphasis on hands-on experience with equipment, sound sources and talent directing.

COMM 2331 Radio/Television Announcing (3-0) (CB2310016126)
Students study principles of announcing, voice, articulation, pronunciation and delivery while gaining experience with various types of announcing.

COMM 2324 Practicum in Electronic Media (3-3) (CB0907015326)
Lecture and lab instruction and hands-on practice using electronic media equipment.

Radiologic Technology 8033

Tyler Junior College offers a cooperative program with area medical facilities which is designed to provide skilled technologists in diagnostic medical radiography. The program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Graduates of the program are eligible to apply for admission to sit for the certification exam administered by the American Registry of Radiologic Technologists (ARRT).

A balanced curriculum of general didactic and practicum courses offers the student an opportunity for cultural development as well as occupational competence. Practicum instruction is given in area hospitals under the direction of radiologists, directors of radiology departments and practicum instructors.

The minimum time for program completion is 24 months. A minimum grade of 75 will be required on all radiologic technology courses.

All required courses of the associate degree curriculum must be completed with a "C" or better. Having **not** received a "C" or better **in any prerequisite course**, the student may not progress until the deficiency has been removed.

Enrollment in this program is limited. See the Selected Admissions requirements in the admissions section of this *Catalog.*

RADT 1202 Practicum I (0-19)
Participation in routine radio-graphic, darkroom, office procedures and use and care of equipment.
Prerequisite: Admittance to program.

RADT 1222 Practicum II (0-19)
A continuation of Practicum I. Practicum rotations in general radiography and assistance with contrast media studies.
Prerequisite: RADT 1202.

RADT 1224 Pathology (3-0) (13 weeks)
Concepts of disease as it relates to radiographic procedures.
Prerequisite: RADT 1421.

RADT 1301 Practicum III
(13 weeks) (0-29)
Continuation of Practicum II with completion of competencies involving general radiography.
Prerequisite: RADT 1222.

RADT 1302 Methods of Patient Care (3-0)
Includes nursing procedures and techniques used in general care of patients.
Prerequisite: Admission to program.

RADT 1305 Radiologic Physics I (3-0)
Physical and mechanical aspects of radiologic technology including mathematics, the atom, electromagnetic radiation, electricity, the x-ray machine/production/emission and interaction with matter.
Prerequisite: Admission to program.

RADT 1307 Radiologic Physics II (3-0)
A continuation of RADT 1305 to include the physical principles of MRI, CT, diagnostic ultrasound, the x-ray circuit, H & D curves.
Prerequisite: RADT 1305.

RADT 1325 Special Topics (3-0)
History recordation, medical abbreviations, pediatric geriatric and trauma radiography, advanced spinal radiography, electrocardiography, special radiographic imaging.
Prerequistie: RADT 2301.

RADT 1401 Radiologic Technology I (3-4)
An introduction to radiologic technology with laboratory sessions in an on-campus, energized laboratory.
Prerequisite: Admittance to program.

RADT 1421 Radiologic Technology II (3-4)
A continuation of Radiologic Technology I including positioning, radiographic exposure and medical terminology.
Prerequisite: RADT 1401.

RADT 2201 Seminar (2-0) (13 weeks)
Discussion of medical radiography subject areas and preparation of student for A.R.R.T. exam.
Prerequisite: RADT 2321.

RADT 2202 Practicum VI
(0-19) (13 weeks)
A continuation of Practicum V and completion of all competencies.
Prerequisite: RADT 2322.

RADT 2301 Radiobiology and Protection (4-0) (13 weeks)
A study of radiation protection and radiation biology.
Prerequisite: PHYS 1307.

RADT 2302 Radiologic Technology III (3-0)
A continuation of Rad Tech II including image evaluation and production.
Prerequisite: RADT 1421.

RADT 2303 Practicum IV (0-29)
A continuation of Practicum III with rotations in areas of specialization.
Prerequisite: RADT 1301.

RADT 2321 Radiologic Technology IV (3-0)
A continuation of Radiologic Technology III including advanced positioning, equipment operation, recording media.
Prerequisite: RADT 2302.

RADT 2322 Practicum V (0-29)
A continuation of Practicum IV.
Prerequisite: RADT 2303.

RADT 2323 Radiologic Technology V (3-0)
Organization, function, supervision and financial arrangements of a radiology department will be discussed. Evaluation methods for assuring consistent quality radiography, cross sectional anatomy and resume preparation.
Prerequisite: RADT 2302.

Reading

NOTE: An exit-level test must be passed in each developmental reading course in order to continue in the reading sequence.

READ 0104 TASP Reading Review (1-0) (CB3201085235)
Review and practice of reading skills including study of vocabulary, main idea and support, author's intent, organization of ideas, critical reasoning and study skills. **Prerequisite:** Consent of program director.

READ 0301 Developmental Reading I (3-0) (CB3201085235)
Improving basic reading skills through individualized development of word attack, comprehension, vocabulary and rate. (Required of students who do not present qualifying TASP or local reading placement test scores.)

READ 0302 Developmental Reading II (3-0) (CB3201085235)
Improving intermediate reading skills through individualized development of word attack, comprehension, vocabulary and rate. (Required of students who do not present qualifying TASP or local reading placement test scores.)

READ 0303 Developmental Reading III (3-0) (CB3201085235)
A continuation of intermediate reading skills through individualized development of word attack, comprehension, vocabulary and rate.

READ 0312 College Study Skills (3-0) (CB3201015235)
Designed for the improvement of managing time, listening effectively, taking notes, concentrating, retaining information and taking examinations.

READ 1301 Advanced Reading (3-0) (CB3801015735)
Emphasizes the increased development of speed and comprehension skills in reading.

Recreation: Tennis Teaching 9621

This program provides a two-year course to train students in teaching tennis, planning programs for tennis facilities, merchandising and operating pro shops and maintaining of tennis facilities. In addition, students are trained and prepared for certification testing.

Students spend approximately 15 hours a week working in tennis-related programs. Programs include lab work, on-campus tennis clinics, pro shops, private clubs, municipal tennis programs and the functions of team coaching. Training aids used in the tennis program are books, training films, video tape recorders, audio tape recorders, ball machines, stringing equipment and field trips to various tennis and sport facilities.

Upon graduation from this program, the student receives an associate in applied science degree with a major in tennis teaching.

RECL 1105 Summer Tennis Experience (1-0)
Designed to train students for their approved, tennis-related summer work which includes responsibility for a journal of activities and an evaluation of the work assignment.

RECL 1206 Supervised Summer Work Experience (0-15)
Designed to train students for their approved, tennis-related summer work.

RECL 1300 Scientific Approach to Tennis Teaching (3-0)
An analysis of tennis from a scientific viewpoint with information based on recent information by research studies of prominent tennis physicists and biomechanics.

RECL 1301 Philosophy of Coaching (3-0)
A study of the methods and materials to coach tennis including principles for becoming a professional tennis coach, proper coaching methods, fundamentals of tennis and the philosophy of tennis.

RECL 1302 Individual Tennis Instruction (3-0)
A study of the uniqueness of the individual in tennis with detailed information on reasons and objectives explaining the participation of the individual in tennis and the understanding of procedure and application for private instruction as well as theory.

RECL 1303 Program Planning (3-0)
A study of planning, organizing and conducting activities for tennis programs including promotion, special events, clinics, junior development, ladies days, ladders, tournaments, leagues and social events as well as the construction of the overall program.

RECL 1304 Fitness and Psycho-Motor Learning in Tennis (3-0)
Methods of assessing fitness and developing conditioning programs and includes proper nutrition, weight training, aerobic and anerobic principles. Also explores proper methodology for teaching tennis skills for all levels of tennis players.

RECL 1310 Tennis Teaching Clinic I (0-15)
On-court teaching skills with an emphasis placed on individual lessons.

RECL 1311 Tennis Teaching Clinic II (0-15)
Studies technical equipment such as teaching aids including ball machines, video recorder, audio recorder and tennis stringing equipment with a continuation of on-court skills with an emphasis on group dynamics.

RECL 2305 Tennis Camp and Club Management (3-0)
The process of managing by planning, directing, coordinating and controlling of tennis facilities, employees and participants.

RECL 2306 Sports Psychology (3-0)
An emphasis placed on the sport science sport psychology. Basic techniques of using motivation, behavior modification, visualization, relaxation training and concentration will be discussed.

RECL 2307 Contemporary Concepts in Tennis Instruction (3-0)
Further training of tennis instruction by a study of a selected reading list of tennis authors with a comparison and analysis of the similarities and differences of teaching and coaching styles and methodologies of the published works.

RECL 2308 USPTA Principles (Capstone) (3-0)
A study of essential elements and basic principles involved in preparation for the USPTA Certification test. Includes review of playing, teaching and business skills.

RECL 2310 Tennis Teaching Clinic III (0-15)
Emphasis placed on the organization, planning and performance of group lessons with a continuation of court skills as well as emphasis on personal playing skills.

RECL 2311 Tennis Teaching Clinic IV (0-15)
A survey of teaching opportunities at various clubs. Students will contribute to creative and innovative lessons and programming as well as a continuation of playing skills and off-court procedures of the tennis profession.

Respiratory Therapy 8025
(Cardiopulmonary Technology)

Respiratory Therapy offers two programs which prepare individuals for an allied health specialty in clinical care and management of respiratory disorders. The 12-month program leads to a certificate of proficiency and qualifies the graduate to apply for the Certified Respiratory Therapy Technician board examination. The 23-month program graduates a student with an associate in applied science degree and qualifies the individual to apply for the Registered Respiratory Therapist board examination.

The curriculum for the certificate program is included in the registry curriculum which is expanded with academic courses. These didactic courses include biology, chemistry, mathematics and English. Respiratory therapy courses consist of classroom,

laboratory and supervised hospital experiences. The certification and registry programs have full accreditation from the Joint Review Committee on Respiratory Therapy Education (JRCRTE).

Enrollment in this program is limited. See the Selected Admissions requirements in the admissions section of this *Catalog*.

Science courses taken after application and acceptance to the Tyler Junior College respiratory therapy program are expected to be taken at Tyler Junior College. Approval must be granted by the program director and instructional division dean for enrollment in a science course at another college or university.

Transfer credit for science courses completed at other colleges and universities, prior to application and acceptance at Tyler Junior College, will require individual consideration.

Persons who are certified respiratory technicians (CRTT) have an alternate means of becoming registry eligible. A CRTT with 62 credit hours which include courses in anatomy, physiology, chemistry, biology, microbiology, math and physics, may become eligible to sit for the registry examination after four (4) years of continuous clinical work experience. The curriculum may be taken to obtain an associate in applied science degree. See the program director for details.

Selected respiratory courses are periodically offered in the evening.

All required courses of the Respiratory Therapy curriculum must be completed with a "C" or better. Having **not** received a "C" or better **in any prerequisite course,** the student may not progress until the deficiency has been removed.

RESC 1210 Cardiopulmonary Anatomy and Physiology I (2-1)
Aspects of the heart, lungs, kidneys and brain related to respiratory care practice.
Prerequisite: Program director's approval.

RESC 1220 Pharmacology I (2-1)
Entry level aspects of respiratory care pharmacology, pulmonary rehabilitation and home care.
Prerequisite: Program director approval.

RESC 1221 Practicum I (0-20)
A continuation of RESC 1311 with emphasis on clinical application.
Prerequisite: RESC 1311,1411 and concurrent enrollment in RESC 1420.

RESC 1222 Neonatal and Pediatric Care (2-1)
Theory and application of respiratory care including assessment, monitoring, characteristics of disease states, and treatment of both noenatal and pediatric patients.

RESC 1230 Practicum II (0-18)
A continuation of RESC 1221 that is taught over a special ten week Summer Session.
Prerequisite: RESC 1120, 1220, 1221, 1321 and 1420.

RESC 1310 Basic Skills (3-0)
Basic scientific concepts related to respiratory care.
Prerequisite: Program director approval.

RESC 1321 Pathology (3-0)
Theory and application of respiratory care related to diseases.
Prerequisites: RESC 1210,1410 and 1411.

RESC 1410 Practicum Orientation (1-17)
Theory, clinical application of basic respiratory care procedures and responsibilities.
Prerequisite: Admittance to program and concurrent enrollment in RESC 1411.

RESC 1411 Technology I (3-4)
Theory and laboratory application of basic respiratory care procedures.
Prerequisite: Admittance to program and concurrent enrollment in RESC 1311.

RESC 1420 Technology II (3-4)
A continuation of RESC 1411.
Prerequisite: RESC 1210,1311 and 1411. Concurrent enrollment in RESC 1221.

RESC 1431 Seminar and New Technology (3-3)
Integration of respiratory care procedures and theory applied to clinical situations and new respiratory care technology. This course is taught over a special ten week Summer Session.
Prerequisite: RESC 1120, 1220, 1221, 1321 and 1420.

RESC 2210 Practicum III (0-20)
A continuation of RESC 1221 and 1230 with emphasis on advance-level application of respiratory care procedures.
Prerequisites: RESC 1221 and 1330 or graduation from a fully accredited college based certification program.

RESC 2120 Practicum IV (0-10)
A continuation of RESC 2210.
Prerequisite: RESC 2210, 2410 and 2311.

RESC 2211 Advanced Cardiopulmonary Topics (1-3)
Advanced-level respiratory care topics including ECG monitoring and interpretation, hemodynamic monitoring and interpretation, and ACLS.
Prerequisite: RESC 1220,1321 and 1420 or graduation from a fully accredited college based certification program.

RESC 2212 Technology III (1-3)
Advanced respiratory care technology including ventilator modalities and monitoring, pressure monitoring, endotracheal intubation and airway care, and advanced assessment techniques.
Prerequisite: RESC 1330, 1331 and concurrent enrollment in RESC 2210 or graduation from a fully accredited college based certification program.

RESC 2221 Respiratory Care Critical Thinking (2-1)
A focus on the integration of advanced level objective and subjective information and decision making in respiratory care.

RESC 2322 Applied Cardiopulmonary Pathology (3-0)
A continuation of RESC 1321 with advanced-level emphasis.
Prerequisites: RESC 1321, 2410 and 2311.

Sociology 2001A

A student majoring in sociology should see a Tyler Junior College faculty advisor for help in completing a course plan.

SOCI 1301 Introduction to Sociology (3-0) (CB4511015142)
Basic concepts and principles of social behavior, relationships of culture and social interactions to human behavior and analysis of existing group structures and social organizations. This course is also offered through instructional television.

SOCI 1306 Social Problems (3-0) (CB4511015242)
An application of sociological concepts and methods to the analysis of current social problems including juvenile delinquency, alcoholism, suicide, family disorganization and crime.

SOCI 2301 Marriage and Family (3-0) (CB4511015442)
An overview of marriage and family life with an analysis of changing lifestyles and social relationships involved in dating and in interpersonal adjustments in marriage, divorce and remarriage.

SOCI 2331 Current Issues Sociology (3-0) (CB4511015742)
An in-depth study of specific contemporary topics such as sociobiology, urban society, gerontology, death and dying or sex roles. The course topics may vary.

SOCI 2336 Criminology (3-0) (CB4504015142)
(Same as CRIJ 1322)

SOCW 2361 Introduction to Social Work (3-0) (CB4407015142)
Development of the philosophy and practice of social work in the United States; survey of the fields and techniques of social work.

SOCI 2370 Medical Sociology (3-0) (CB4511015742)
The study of theories relating to death and dying as applied to stress management, crisis management, the sick role, bereavement and adjustment in the social setting.

Speech/Theatre 1506

A student majoring in speech or theatre should see a Tyler Junior College faculty advisor for help in completing a course plan.

Speech Courses

SPCH 1144, 1145, 2144, 2145 Forensic Act (0-3) (CB2310016035)
Designed for students interested in speech and theatre activities including various events at festivals and tournaments and the opportunity for participation in these contests.

SPCH 1311 Introduction to Speech Communication (3-0) (CB2310015135)
Emphasis on the importance of both listening and speaking to help the student recognize elements necessary for communication in personal, small group and public speaking.

SPCH 1315 Public Speaking (3-0) (CB2310015335)
Principles and types of speeches and the importance of listening with practice in planning, organizing and delivering general speeches to improve informative, persuasive and entertainment skills. Offered every spring.

SPCH 1318 Interpersonal Communication (3-0) (CB2310015435)
Theories and exercises in verbal and nonverbal communication with focus on interpersonal relationships.

SPCH 1321 Business and Professional Speaking (3-0) (CB2310015235)
Types and techniques of speeches most common to business and professional people including theory and practice in business speech situations, personal conferences, job interviews, oral reports, sales talks and occasional speeches.

SPCH 1342 Voice and Diction and Phonetics (3-0) (CB2310015835)
The basic principles of diction including physiological description and practice in the use of the International Phonetic Alphabet with intensive practical experiences in voice development and special activities to meet individual vocal needs and professional objectives. Credit cannot be granted for both SPCH 1342 and DRAM 2336.

SPCH 1370 Speech for Prospective Teachers (3-0) (CB2310015135)
Covers the improvement in the prospective classroom and the teacher's command of the basics of good speech and understanding of the practical application of speech in teaching students. Students may not receive credit for both SPCH 1311 and 1370.

SPCH 2341 Oral Interpretation (3-0) (CB2310015735)
Includes theory in understanding and interpreting the printed page plus practice in presentation of the various literary forms.

Theatre Courses

DRAM 1310 Theatre Appreciation (3-0) (CB5005015130)
An introductory survey of theatre arts including general overview of play analysis, playwriting and dramatic criticism, and techniques of modern theatre.

DRAM 1320 Theatre Workshop I (3-0) (CB5005015230)

DRAM 1321 Theatre Workshop II (3-0) (CB5005015230)
Emphasis on techniques and procedures in mounting productions in this theatre course covering all phases of theatre through actual participation culminating in a production.

DRAM 1330 Stagecraft I (3-3) (CB5005025130)
A study and practice in the visual arts of the theatre and an introduction to stagecraft and lighting with additional work on technical crews providing practical experience.

DRAM 1341 Makeup (3-0) (CB5005025230)
Covers the principles of straight and character makeup with intensive practical application and experience in stage productions.

DRAM 1351 Acting I (2-4) (CB5005035130)
Covers theory and practice of acting with students gaining practical experience in development of vocal and physical techniques for actors.

DRAM 1352 Acting II
(2-4) (CB5005035130)
A continuation in the theory and practice of acting and practical experience in problems of creating characterization with emphasis on developing vocal and physical skills.

DRAM 2336 Theatre Speech
(3-0) (CB5005035230)
The basic principle of diction including physiological description and practice in the use of the International Phonetic Alphabet with intensive practical experience in voice development and special activities to meet individual needs and professional objectives. Credit cannot be granted for both DRAM 2336 and SPCH 1342.

DRAM 2361 Theatre History I
(3-0) (CB5005055130)
A survey of the development of theatre from its origins to the 1700's.

DRAM 2362 Theatre History II
(3-0) (CB5005015130)
A survey of the development of the theatre from the 1700's to the twentieth century.

Surveying and Mapping Technology 8435

The surveying and mapping technology program is designed to teach the student the basic elements of surveying required of a land surveyor as well as to provide the 32 semester hours of surveying courses required for a professional license. Boundary surveying is emphasized and includes history, dendrology, evaluating property corners, measuring boundaries, describing land by metes and bounds, calculating land areas and using the Texas Coordinate System. The student also has the opportunity to study mapping, route surveying, control surveying, Global Positioning System and electronic data collection. A one-year certificate of proficiency is available to students completing certain designated courses. After successful completion of the two-year program, the student receives the associate in applied science degree.

SURV 1311 Introduction to Surveying (3-0)
An overview of the surveying industry and introduction to surveying equipment; emphasis on leveling, measuring horizontal distances and topographic mapping.
Prerequisite: Concurrent enrollment in SURV 1321.

SURV 1312 Land Surveying (3-0)
Land history of Texas, public domain, public lands of the United States and boundary retracement.
Prerequisite: Concurrent enrollment in SURV 1322.

SURV 1321 Surveying Measurements Practice (2-4)
The methods of measurements, measurement equipment and recording of survey data in a field notebook.
Prerequisite: Concurrent enrollment in SURV 1311.

SURV 1322 Land Surveying Practice (2-4)
Theory and practical use of the EDM and theodolite surveying equipment, field to finish data collection with electronic data collector, and setting up a boundary traverse.
Prerequisite: Concurrent enrollment in SURV 1312.

SURV 1331 Surveying Calculations I (3-0)
Fundamentals of coordinate geometry and application to mapping; theory of mistakes and errors; introduction to *Manual of Practice*, and introduction to algebraic and reverse Polish notation calculators.
Prerequisite: Concurrent enrollment in SURV 1321.

SURV 1332 Surveying Calculations II (3-0)
Application of coordinate geometry to survey traverses, introduction to error analysis, traverse adjustment and calculation of areas.
Prerequisite: Concurrent enrollment in SURV 1312.

SURV 1341 Theory of Survey Measurement (3-0)
This course is an overview of the surveying industry with emphasis on the use of calculators and computers in computations. For experienced surveyors only. Students may not receive credit for both SURV 1311, its companion lab SURV 1321, and SURV 1341.

SURV 1342 Application of Coordinate Geometry (3-0)
Procedures of calculating areas, coordinate geometry, traverse adjustment and error analysis. For experienced surveyors only. Students may not receive credit for both SURV 1312, its companion lab SURV 1322 and SURV 1342.

SURV 2264 Surveying and Mapping Practicum (1-8)
On-the-job-training in a surveying and mapping position. This course serves as the capstone for the AAS degree in Surveying and Mapping Technology.
Prerequisite: Sophomore standing.

SURV 2313 Control Surveying and Mapping (3-0)
Theory and field methods for determining a true meridian through field astronomy, state plane coordinates, Global Positioning System and mapping.
Prerequisite: Concurrent enrollment in SURV 2323.

SURV 2314 Route Surveying and Mapping (3-0)
Theory and field methods of surveying for highway routes, pipelines, utility and waterway construction and site stakeout.
Prerequisite: Concurrent enrollment in SURV 2324.

SURV 2323 Field Mapping Practice (2-4)
A study of planimetric and topographic maps, Polaris observations, solar observations, dendrology, photogrammetry, Ground Positioning System and triangulation station recovery.
Prerequisite: Concurrent enrollment in SURV 2313.

SURV 2324 Route Surveying Practice (2-4)
In-depth field practice of surveying procedures for route construction, design, calculation and stakeout.
Prerequisite: Concurrent enrollment in SURV 2314.

SURV 2333 Legal Principles I (3-0)
A study of location, conveyance, ownership and transfer of real property under the laws of the state of Texas; emphasis on record search and preparation of a deed record sketch.

SURV 2334 Legal Principles II (3-0)
Legal principles, retracement and boundary location with application of legal principles and rules of construction; writing survey reports and property descriptions; General Land Office research; and a review of boundary law cases.

SURV 2343 Control Surveying (3-0)
Control surveying, field astronomy, state plane coordinates and dendrology. For experienced surveyors only. Students may not receive credit for both SURV 2313, its companion lab SURV 2323 and SURV 2343.

SURV 2344 Construction Surveying (3-0)
This course covers theory methods of surveying for highway routes, pipelines, utility lines and waterway construction. For experienced surveyors only. Students may not receive credit for both SURV 2314, its companion lab SURV 2324, and SURV 2344.

SURV 2353 Introduction to Geographic Information Systems (3-0)
Provides a strong theoretical knowledge of geographic information systems (GIS), including conceptual understanding and database development.
Prerequisite: SURV 1311 or appropriate surveying work or mapping experience.

SURV 2354 GIS Applications (2-2)
Provides additional conceptual understanding of geographic information systems (GIS) and practical applications using a GIS software package.
Prerequisite: SURV 2353.

Welding 6245

Welding is a two-year, post-secondary program designed to qualify the student for entry-level code welding for industry. Upon successful completion of the program the student will receive an associate in applied science degree.

WELD 1303 Oxy-acetylene Welding and Cutting (2-2)
An introduction to oxy-acetylene welding and cutting including the limitations of equipment, safety, manual and automatic systems for pipe and plate.

WELD 1322 Introduction to GMAW (MIG) (2-4)
Terms and definitions, safety procedures, proper set up of equipment, characteristics of short-circuit transfer and spray-arc transfer, welding of T-joints and butt joints in different positions.
Prerequisites: WELD 1303.

WELD 1324 Introduction to FCAW (Flux Core) (2-4)
Provides descriptions and definitions, safety procedures, and proper setup of equipment. Students will perform T-joints, lap joints and butt joints using self shielding and dual shield electrodes.

WELD 1402 Introduction to SMAW (2-6)
Terms, definitions, AWS electrode classifications, safety, striking an arc, running beads in various positions and different joint configurations.
Prerequisite: WELD 1303 current enrollment.

WELD 1422 Advanced SMAW (2-6)
A continuation of arc welding; running double v-groove test plates with backing strip and running open butt joints using E6010 and E7018 electrodes in various positions.
Prerequisite: WELD 1303 and 1402.

WELD 2302 Introduction to GTAW (TIG) (2-4)
Terms, definitions, proper safety procedures, proper selection of tungsten electrodes and shielding gases, the welding of T-joints and butt joints in different positions.
Prerequisites: WELD 1303, WELD 1402.

WELD 2322 Advanced GMAW (MIG) (2-4)
A continuation of WELD 1322, discussion of common welding mistakes and their solutions, welding open butt joints and fillet joints in different positions.
Prerequisites: WELD 1322, WELD 2401.

WELD 2323 Advanced GTAW (TIG) (2-4)
A continuation of WELD 2302 emphasizing proper joint preparation and welding of v-grooved open butt joints in different positions.
Prerequisites: WELD 2302.

WELD 2370 Internship (1-20)
On-the-job training and work experience in the welding industry.
Prerequisite: WELD 1321, 1303.

WELD 2401 Introduction to Pipe Welding (2-6)
Terms and definitions, safety procedures, weld defects, AWS test positions for open butt v-groove pipe joints, proper joint preparation, demonstration and hands-on practice in different positions using E6010 and E7018 electrodes.
Prerequisites: WELD 1303, WELD 1402, WELD 1421.

WELD 2421 Advanced Pipe Welding (2-6)
A continuation of pipe welding with advanced applications in S.M.A.P. Welding in various positions, using E6010 and E7018 electrodes.
Prerequisite: WELD 2401.

WELD 2424 Welding Theory (Capstone) (4-0)
Theory of different welding processes, including safety procedure. The capstone for the AAS degree. Required for the AWS Entry-Level Certification. Students must make 95% on the safety section and 75% on all other sections to qualify for the American Welding Society Certification.



"My role as an art instructor is to develop the technical skills of students, create a positive environment for them to experiment in and challenge them with new ideas and techniques. TJC provides a wonderful atmosphere and tradition of excellence that is so conducive for students to develop as artists."

Christopher D. Stewart, *Instructor/Director, Art*
B.F.A., Texas Tech University
M.F.A., University of Nebraska

Who We Are

Executive Officers

William R. Crowe
President
B.B.A., The University of Texas at Austin
M.B.A., The University of Texas at Tyler
Ph.D., The University of Texas at Austin

Ken Dance
Vice President/Executive Director, Tyler Junior College Foundation
B.B.A., Baylor University
M.B.A., Stephen F. Austin State University
Ph.D., The University of Texas at Austin
CPA, State of Texas

Administrative Staff

John Curtis Boldt
Director, Tyler Junior College Adult Learning Center
B.B.A., University of North Texas
M.B.A., LeTourneau University

David M. Bailey
Director, Institutional Research and Records Management
B.A., M.S., Rice University
Ph.D., University of Houston

Melinda L. Coker
Director, Career Planning and Placement Services
B.A., Baylor University
M.S., East Texas State University
Licensed Professional Counselor

Benjamin B. Ferrell, Jr.
Director, Financial Services
A.A.S., Trinidad State Junior College
B.B.A., The University of Texas at Tyler
CPA, State of Texas

Linda S. Fleet
Director, Human Resources
A.A., Tyler Junior College
B.S., The University of Texas at Tyler

Candice A. Garner
Director, Student Financial Aid and Scholarships
A.A., Texarkana College
B.A.A.S., East Texas State University

Marian D. Jackson
Director, Library Information Services
A.A., Tyler Junior College
B.S., East Texas State University
M.S., University of North Texas

Joan Jones
Dean, Business and Technology
B.A., Tennessee Technological University
M.B.E., Stephen F. Austin State University

Lou Ann Kuck
Dean, Health and Natural Sciences
A.S., Tyler Junior College
B.A.A.S., Stephen F. Austin State University
M.Ed., The University of Texas at Tyler
Ph.D., Texas Woman's University

Kenneth D. Lewis
Dean, Admissions
B.S., Texas A&M University
M.S., East Texas State University

Dixie McCormick
Director, College Relations
B.S., West Virginia University

Coreen T. Miller
Controller
B.S., University of Colorado
CPA, State of Texas

Richard T. Minter
Dean, Program Development and Institutional Research
B.S., M.Ed., Sam Houston State University

Frankie Muffoletto
Dean, Students
B.A., M.A., Northwestern State University
Licensed Professional Counselor

Kenneth P. Muncy
Director, Computer Services
B.S., Southwestern Oklahoma State University
M.S., The University of Texas at Arlington

W. Scott Nalley
Director, Student Activities
B.A., Louisiana College
M.A., Northwestern State University

Wilfred B. Paradis
Director, Physical Plant

Fred M. Peters
Director, Marketing and Public Information
B.S., John Brown University
M.S., The University of Texas at Tyler

John M. Posey, Jr.
Systems Programmer, Computer Services
B.S., Oklahoma State University

Paula V. Russell
Director, Learning Resources Collections
B.A., M.S., University of Portland
M.S., Ph.D., Texas Woman's University

Aubrey D. Sharpe
Dean, Continuing Studies
B.A., East Texas Baptist University
M.Div., M.A., Southwestern Baptist Theological Seminary
Ed.D., University of North Texas

Carl E. Shotts
Network Administrator
A.A.S., Tyler Junior College
B.B.A., Southern Arkansas University

Mickey M. Slimp
Dean, Learning Resources
B.A., M.S., East Tennessee State University
Ed.D., East Texas State University

Brian A. Turman
Director, Purchasing and Central Services
A.A., Tyler Junior College
B.B.A., The University of Texas at Tyler

Frank X. Viso
Director, Small Business Development Center
B.S., Louisiana Tech University
M.B.A., Southern Methodist University

Linda Watkins
Dean, Liberal and Fine Arts
B.A., The University of Texas at Arlington
M.S., Ed.D., East Texas State University

Julia Williamson
Director, Health and Physical Education Center
A.A., Tyler Junior College
B.S., Texas Woman's University

William Wayne Wilmeth
Registrar
B.S., Southwestern Oklahoma State University
M.S.Ed., Central State University

George Wilson
Director, Multimedia Access and Production
B.S., The University of Texas at Tyler
M.Ed., Ed.D., East Texas State University

Professional Staff

Lloyd Keith Adams
Video Production Specialist
A.A.S., Texas State Technical Institute
B.A.A.S., The University of Texas at Tyler

Loretta R. Berry
Botany Laboratory Specialist
A.A., Tyler Junior College

Kelly C. Boucher
Biology Laboratory Specialist
B.S., The University of Texas at Tyler

Elton L. Boyd
Custodial Services Specialist

Janna Chancey
Admissions Counselor
B.F.A., Sam Houston State University

Dennis E. Cliborn, Jr.
Residential Life Specialist, Vaughn Hall

Emalene W. Clouse
Residential Life Specialist, Holley Hall
A.A., South Texas Junior College
B.S., East Texas State University

Vera A. Cross
Senior Programmer Analyst
A.A.S., Tyler Junior College

Debra J. Daw
Programmer, Computer Services
A.A., Abilene Christian University
B.S., The University of Texas at Tyler

Seanjula Mechelle Dews
Admissions Counselor
A.A., Tyler Junior College
B.S., Texas A&M University

Tamara K. Dodson
Residential Life Specialist, Bateman Hall
A.A., Tyler Junior College

Cheryl E. Fillion
Residential Life Specialist, Claridge Hall
B.A., University of Wisconsin at Green Bay
M.S., University of North Texas
M.S., East Texas State University

Elizabeth Telfair Fullerton
Network Analyst
A.A.S., Tyler Junior College
B.S., LeTourneau University

Carol A. Gilliland
Academic Counselor
B.B.A., Stephen F. Austin State University

Michael L. Gregorash
Residential Life Specialist, Sledge Hall
B.B.A., Southwest Texas State University

Stephanie K. Harding
Academic Counselor
B.S., Texas Tech University
M.Ed., University of North Texas

Deborah Reneé Hawkins
Tutor/Study Skills Manager
B.S., Texas Tech University
M.A., University of New Mexico

Thomas Hawkins
Assistant Director, Purchasing and Central Services
A.A., Tyler Junior College
B.B.A., University of Texas at Austin

Donna Kachlic
Outreach Counselor, Support Services
B.A., DePaul University
M.A., The University of Texas at Tyler

Patricia F. King
Transcript Evaluator
B.B.A., Tarleton State University

Larry D. Mendez
Network Analyst

Ernest Paul Pewitt
Manager, Registrar Operations
B.S., M.S., East Texas State University

Rebecca W. Philen
Manager, Continuing Education Operations (RTDC)
B.A., The University of Texas at Austin
M.S., The University of Texas at Tyler

Donald W. Proudfoot
Management Counselor-Training Coordinator, Small Business Development Center
B.A., West Virginia University
B.A., The University of Texas at Tyler

Jeffrey W. Stephens
Residential Life Specialist, Hudnall Hall
B.B.A., M.S., East Texas State University

Vernon Washington
Graphics Specialist
B.B.A., University of Pennsylvania

Shauna E. Wimberley
Trainer, Intercollegiate Athletics
B.S., M.S., Baylor University

Rebecca Wyatt
Staff Accountant

Full-time Faculty

Michael T. Abernathey
Instructor, Health and Kinesiology
B.S., M.Ed., The University of Texas at Tyler

Mary Adams
Instructor, English
B.A., East Texas State University
M.L.A., Southern Methodist University

Leona Adamson
Instructor, Associate Degree Nursing
B.S., University of Washington
M.S., Kansas State University

Linda Ardón
Instructor, English/Reading/Success Oriented Studies
A.A., Coffeyville Community College
B.S., M.S., Pittsburg State University

Marygwen Arnold
Instructor, English/Reading/ESOL/Success Oriented Studies
A.S., Tyler Junior College
B.S., M.Ed., M.A., The University of Texas at Tyler

Joann T. Atkins
Instructor, History
B.F.A., M.A., The University of Texas at Tyler

Barbara Ann Bailey
Instructor, Vocational Nurse Education
A.A.S., Tyler Junior College
B.S.N., The University of Texas at Tyler

Judy Barnes
Instructor, Reading/Success Oriented Studies/Director, Interpreter Training
B.S., Lamar University
M.Ed., Stephen F. Austin State University
Ph.D., East Texas State University

Lethan Alan Barnes
Academic Counselor
B.S., M.A., Texas A&M University
Ed.D., East Texas State University

Gigi N. Beaton
Instructor, Computer Science
B.B.A., Southern Arkansas University
M.S., B.A., East Texas State University

Charles D. Bennett
Instructor, Business
B.S., Southeastern State College
M.S., Oklahoma State University

Rebecca Harris Bibby
Instructor/Director, Home Economics/Child Development
B.S., M.S., Stephen F. Austin State University

Austeen "Chuck" Bice
Instructor, Emergency Medical Technology
B.S., M.Ed., Stephen F. Austin State University
Paramedic Certificate, Tyler Junior College

Shirley G. Bishop
Instructor, Sociology
B.A., Wiley College
M.S., East Texas State University

Larry Blevins
Instructor, Mathematics
B.A., M.A., University of Northern Colorado

Jean F. Boyer
Instructor/Coordinator, Vocational Nurse Education (Jacksonville)
B.S.N., The University of Texas at Austin
M.S., The University of Texas at Tyler

Jane K. Brach
Instructor, Biology
B.S., State University of New York at Albany
M.S., University of Miami

Howard E. Branum
Instructor/Director, Physical Sciences/ Engineering
B.S., M.Ed., Stephen F. Austin State University

Caron Kay Breckel
Instructor, Medical Record Technology
A.A.S., Wharton County Junior College
B.S., University of Texas Medical Branch

Keith Bridges
Instructor, Electronics
A.A., A.A.S., Tyler Junior College
B.S., Texas Eastern University
M.Ed., The University of Texas at Tyler
Ph.D., Texas A&M University

Claudette F. Brooks
Instructor, Vocational Nurse Education
A.A., Tyler Junior College
B.S.N., The University of Texas at Tyler

Robert L. Brooks
Instructor, Geography and History
A.G.S., Alvin Community College
B.A., M.A., University of Houston–Clear Lake

Phyllis Brunner
Instructor, Respiratory Therapy
A.S., Delgado College
B.S., University of Texas at Permian Basin

Paula Buck
Instructor, English
B.A., Texas A&I University
M.A., Stephen F. Austin State University

Beverly Leigh Bugay
Instructor, Business and Management
B.S., M.S., The University of Texas at Tyler

Steve Burket
Instructor, Government
B.A., M.A., Austin College

Noamie Ruth Byrum
Instructor, English
B.A., M.A., Stephen F. Austin State University

Dale Carr
Instructor, Health and Kinesiology/ Head Football Coach
B.S., Colorado State University
M.E., Stephen F. Austin State University

Judy D. Carr
Instructor, Vocational Nurse Education
R.N., St. Joseph School of Nursing
B.S.N., M.S., The University of Texas at Tyler

Alisa L. Carter
Instructor, Mathematics/Success Oriented Studies
A.S., Panola Junior College
B.S., M.S., Stephen F. Austin State University

Carroll M. Cassel
Instructor/Director, Management
B.B.A., Stephen F. Austin State University
M.B.A., East Texas State University

Judith Caswell
Instructor, English
B.A., M.A., Stephen F. Austin State University

Cathryn Patterson Cates
Instructor, Biology
B.A., B.S., The University of Texas at Austin M.S., The University of Texas at Tyler

Charles J. Cavanaugh, Jr.
Instructor, Art
B.F.A., Louisiana College
M.A., North Texas State University
M.F.A., Stephen F. Austin State University

Ronald P. Comanche
Instructor, Health and Kinesiology/ Assistant Football Coach
B.S., Grambling State University

Charles E. Cowell
Instructor, Computer Science
A.A.S., Tyler Junior College
B.A.A.S., The University of Texas at Tyler

Josephine Hutcheson Coursey
Instructor, Biology
B.S., M.S., North Texas State University

Doyle Ken Craver
Instructor, Computer Science
A.S., Kilgore College
B.A., Texas A&M University
M.S., Stephen F. Austin State University

David Crawford
Instructor/Director, Speech/Theatre
B.S., North Texas State University
M.A., Stephen F. Austin State University
Ph.D., Texas Tech University

Charlotte E. Creason
Instructor/Director, Medical Record Technology
B.S., Southwestern Oklahoma State University

Linda Joyce Cross
Instructor, History
B.S., M.A., Stephen F. Austin State University

Patricia Jane Cryer
Instructor, Associate Degree Nursing
B.S.N., M.S., The University of Texas at Tyler

W.E. Cunningham
Instructor, Computer-Aided Drafting
B. Architecture, The University of Texas at Austin
Registered Architect

Leo Davis
Instructor, English/Success Oriented Studies
B.A., Texas College
M.Ed., The University of Texas at Tyler

Marvin P. Davis
Instructor/Director, Mathematics
B.S., Lamar University
M.A., Louisiana State University

Kay C. Dawson
Instructor, English
B.A., Baylor University
M.Ed., The University of Texas at Tyler

Sandra K. Dederscheck
Instructor, Associate Degree Nursing
B.S.N., Harding University
M.S.N., University of California at San Fransicso

David Demic
Instructor, Mathematics
B.A., Texas Tech University
M.A., The University of Texas at Austin

Billy Jack Doggett
Instructor, Health and Kinesiology/ Mathematics
B.S., M.Ed., Stephen F. Austin State University
Ed.D., East Texas State University

Kenneth English
Instructor/Director, Public Safety Technology
A.A., A.S., Tyler Junior College
B.S., Southwest Texas State University

Byron Todd Eubanks
Instructor, Criminal Justice
A.S., B.S., Lamar University

Carolyn F. Evans
Instructor, Associate Degree Nursing
B.S.N., Texas Woman's University
M.S.N., The University of Texas at Arlington

Robyn Files
Instructor, Mathematics/Director, Mathematics Competition
B.A., Austin College
M.L.A., Southern Methodist University

Ruth Flynn
Director/Choreographer, Apache Belles
A.A., Kilgore College
B.S., North Texas State University
M.Ed., University of Texas at Tyler

Rebecca Foster
Instructor, Sociology/Psychology
B.A., M.Ed., Stephen F. Austin State University

Annelle Fowler
Instructor, Mathematics
B.S., Baylor University
M.S., Ed.D., East Texas State University

Walter Fuller
Instructor, Electronics
A.A., Tyler Junior College
B.S., M.S., The University of Texas at Tyler
Ph.D., Texas A&M University

William E. Gandy
Instructor/Director, Emergency Medical Technology
B.M.Ed., University of North Texas
J.D., University of Denver College of Law Paramedic Certificate, University of Texas Health Science Center

Vickie R. Geisel
Counselor/Director, Support Services
B.S., M.S., Ed.D., East Texas State University
Licensed Professional Counselor

Gay Z. Getz
Instructor, Computer Science
B.S., Southwestern University
M.S., Cornell University

Timothy C. Gill
Instructor/Director, Engineering Technology
B.A., Johnson State College
M.S., University of Colorado

Lynn D. Gray
Instructor, Biology
B.S., M.S., Stephen F. Austin State University
Ph.D., Texas A&M University

Elaine d'Entremont Graybill
Instructor, French/Spanish
B.A., Newcomb College
Ph.D., Tulane University

Steve Earl Green
Instructor/Director, Success Oriented Studies, Mathematics
B.A., M.S., East Texas State University

Danice Greer
Instructor, Associate Degree Nursing
A.A.S., Tyler Junior College
B.S.N., The University of Texas at Tyler

Jane A. Groff
Instructor, Radiologic Technology
A.A.S., Tyler Junior College

Jonathon J. Groth
Instructor, Health and Kinesiology/ Baseball Coach
A.A., Cuyahoga Community College
B.S., University of New Orleans
M.E., Georgia Southern College
Ph.D., Texas A&M University

Lynda G. Gunter
Instructor, Medical Laboratory Technology
B.S., Ph.D., The University of Texas at Austin
M.S., East Texas State University

Judy Hammond
Instructor, Associate Degree Nursing
B.S.N., Baylor University
M.S., The University of Texas at Tyler
Ph.D., Texas Woman's University

Ronald G. Hancock
Instructor/Director, Industrial Trades
A.A., Kilgore College
B.S., The University of Texas at Tyler

Sarah H. Harrison
Instructor, English/Journalism
B.A., M.A., East Texas State University

Joy O. Hasley
Instructor, Mathematics
B.A., Texas Woman's University
M.A., Miami (Ohio) University

Dana L. Hatch
Instructor, Health and Kinesiology/ Volleyball Coach
B.S., West Texas State University

John Hays
Instructor, Spanish/Director, Modern Languages
B.A., Stephen F. Austin State University
M.A., University of Houston

Carolyn Hendon
Instructor, English
B.A., University of Oklahoma
M.S., Illinois State University

Marguerite Hewitt
Instructor, Psychology
B.A., M.Ed., Ed.D., East Texas State University

M'Liss Stewart Hindman
Instructor, Speech/Theatre
B.A., Texas Tech University
M.A., University of Houston

Carrie L. Hobbs
Instructor, Dental Hygiene
A.A.S., Tyler Junior College
B.S., The University of Texas at Tyler

Lynnette Hobbs
Instructor/Director, Medical Laboratory Technology
B.S., Baylor University
M.S., East Texas State University

Byron E. Howell
Instructor, Chemistry
B.S., Hardin Simmons University
M.S., The University of Texas at Tyler

Kenneth Hunter, Jr.
Instructor/Clinical Coordinator, Radiologic Technology
A.A.S., Tyler Junior College
B.S., Midwestern State University

Margaret L. Hussey
Instructor, Legal Assistant
A.A., Tyler Junior College
B.B.A., M.B.A., Stephen F. Austin State University
J.D., Baylor University Law School

Jeanne E. Ivy
Instructor, Psychology
A.A., Tyler Junior College
B.A., Stephen F. Austin State University
M.S., The University of Texas at Tyler

Marie Jackson
Instructor/Director, Associate Degree Nursing
B.S.N., Baylor University
M.Ed., Texas Eastern University/ University of Texas at Tyler

Charles N. Johnson
Instructor, English/Director, Success Oriented Studies
B.A., M.Ed., East Texas State University
Ph.D., The University of Texas at Austin

Susan M. Johnston
Instructor, Reading/ESOL/ Success Oriented Studies
A.A., Tyler Junior College
B.S., The University of Texas at Austin
M.Ed., The University of Texas at Tyler

Peter E. Jones
Instructor, History/Soccer Coach
B.S., M.A., Tennessee Technological University
Ph.D., University of Oklahoma

Barbara K. Kearney
Instructor, Associate Degree Nursing
B.S.N., Indiana State University
M.S.N., Ph.D., The University of Texas at Austin

Marshella Kersh
Instructor, Computer Science
A.A.S., Tyler Junior College
B.S., The University of Texas at Tyler

Edward C. Ketchum
Instructor, Computer-Aided Drafting
B.S., Southeastern State College
M.E., East Texas State University

Manouchehr Khosrowshahi
Instructor, Government
B.A., National University of Iran
M.A., Tehran University
Ph.D., University of North Texas

Genny Kilgore
Instructor, Vocational Nurse Education
Vocational Nursing Certificate, Tyler Junior College

Franklin Kimlicko
Instructor, Music
B.M., North Texas State University
M.M., Southern Methodist University

Emogene W. King
Instructor, Business
B.B.A., North Texas State University
M.B.A., The University of Texas at Tyler

Ivy Eugene Kirkpatrick
Instructor, History
B.A., Louisiana Tech University
M.Div., Southwestern Baptist Seminary
Ph.D., Texas Christian University

Judy R. Kroll
Instructor, Computer Science
B.S., Sam Houston State University
B.B.A., M.Ed., Pan American University

Jay LaGregs
Instructor, Business
B.A., California State University
M.A., Assumption College
M.B.A., The University of Texas at Tyler

Marsha Anne Layton
Instructor, Geology
B.S., M.A., Baylor University

David J. Ligon
Instructor, Government
B.S., Portland State College
M.A., Eastern New Mexico University

Anita M. Livingston
Instructor, English
B.A., Saint John's University
M.S., Montclair State College

Linda Ludovico
Instructor, Dental Hygiene
A.S., Tyler Junior College
B.S., M.S., The University of Texas at Tyler

Kenneth M. Luke
Counselor/Director, Testing
B.S., Nicholls State University
M.S., Northeast Louisiana University
Licensed Professional Counselor
Psychological Associate

Molly McCoy
Instructor, Music
B.F.A., University of South Dakota
M.M., North Texas State University
D.M.A., The University of Texas at Austin

Carrie McFerron
Instructor, Legal Assistant
A.A., Frank Phillips College
B.A., University of Oklahoma
J.D., Texas Technological School of Law

Larry A. Manning
Instructor, Computer Science
B.S., Southern Methodist University
M.S., United States Military Academy

Larry Marta
Instructor, Music
B.M., East Texas State Baptist University
M.A., The University of Texas at Tyler

Jefferson H. Martin
Instructor, Mathematics
B.S.E., Southern State College
M.A., University of Arkansas

Joyce A. Martin
Instructor, Vocational Nurse Education
A.A.S., Tyler Junior College
B.S.N., M.S., The University of Texas at Tyler

Dennis Mayfield
Instructor, Biology
B.S., Texas A&M University
M.S., East Texas State University

Julie Lynne Mettlen
Instructor, Dental Hygiene
B.S., M.S., The University of Texas at Tyler

Adelia "Dee" Miller
Instructor/Director, Vocational Nurse Education
B.S.N., M.S., The University of Texas at Tyler

Terri S. Mittica
Instructor, Associate Degree Nursing
B.S., Edinboro University
A.A.S., Galveston College
M.S., Henderson State University
B.S.N., The University of Texas at Tyler

Diane W. Morris
Instructor, Computer Science
B.A., The University of Texas at Austin
M.S., The University of Texas at Tyler

Cheryl Ann Morrow
Instructor/Director, Diagnostic Medical Sonography
A.A.S., Tyler Junior College
Ultrasound Certificate, East Texas School of Ultrasound

Joan S. Muller
Instructor, English
B.A., McMurry College
M.A., Texas Tech University

David C. Murray
Instructor, Art
B.F.A., Stephen F. Austin State University
M.F.A., Southern Illinois University

Judy Gayle Newman
Instructor, Office Technology
B.S., M.S., East Texas State University

Monty Lee Newman
Instructor, Computer-Aided Drafting and Engineering Drawing
B.S., M.Ed., East Texas State University

Lylith A. Nicholson
Instructor, Associate Degree Nursing
B.S.N., The University of Texas at Tyler
M.S.N., Texas Woman's University

Rheyburn Parrish Nolan
Instructor, Economics/Government
B.S., M.P.A., North Texas State University

J. Ashton Oravetz, III
Instructor/Director, Business
B.B.A., M.B.A., The University of Wisconsin, Madison

Margaret Ott
Instructor, Biology
B.S., M.S., University of Alabama

Linda S. Owens
Instructor, Vocational Nurse Education (Jacksonville)
A.D.N., Central Texas College

Gloria Peggram
Instructor, English
B.A., East Texas Baptist College
M.A., Stephen F. Austin State University

Robert Peters III
Instructor, History/Government/ Director, Social Sciences
B.A., Texas Christian University
M.A., Stephen F. Austin State University
Ph.D., The University of Texas at Austin

John E. Peterson
Director, Intercollegiate Athletics/ Men's and Women's Tennis Coach
B.A., Buena Vista College (Iowa)

Judith Anne Pilgrim
Instructor, Biology
B.A., Houston Baptist College
M.S., Stephen F. Austin State University

Larry M. Pilgrim
Instructor/Director, Agricultural Sciences
B.S., M.S., East Texas State University

Katie L. Preast
Instructor, Mathematics/Success Oriented Studies
A.S., Tyler Junior College
B.S., M.S., The University of Texas at Tyler

Fred R. Rike
Instructor, Health and Kinesiology/ Men's Basketball Coach
A.A., Tyler Junior College
B.S., West Texas State University
M.Ed., The University of Texas at Tyler

Lee Ann Riley
Instructor, Health and Kinesiology/ Women's Basketball Coach
B.S., M.S., Baylor University

Steve Robbins
Instructor/Director, Optician Technician
A.A., Tyler Junior College
Optician Technician Certificate, Tyler Junior College
B.S., LeTourneau University

Cheryl Rogers
Instructor/Director, Music and Dance
B.M., North Texas State University
M.A., Stephen F. Austin State University

James F. Rozell
Instructor, Biology
B.A., Austin College
M.S., North Texas State University

James M. Rozell
Instructor, Chemistry
A.A., Tyler Junior College
B.S., University of Texas at Austin
Ph.D., University of North Texas

Frank Rucker
Instructor, Farm and Ranch Management
B.S., M.Ed., East Texas State University

Willard N. Satterwhite
Instructor, Mathematics
B.S.E., Arizona State University
M.S., Troy State University

Candace K. Schaefer
Instructor, English
B.S., University of North Texas
M.A., University of Northern Colorado

Roland J. Schick
Instructor, Health and Kinesiology
B.A., Oberlin College
M.A., University of Akron

Mary Sue Scott
Instructor, Reading/Success Oriented Studies
B.S., North Texas State University
M.Ed., The University of Texas at Tyler

Jacquelyn Shackelford
Instructor, Speech/Theatre
B.S., M.S., East Texas State University

Charlotte Kay Shaffer
Instructor, Vocational Nurse Education
Vocational Nursing Certificate, Tyler Junior College
B.S., The University of Texas at Tyler

Joe F. Shannon
Instructor/Director, Biology and Environmental Sciences
B.S., M.S., Sam Houston State University

Hollie Shepperd
Instructor, Associate Degree Nursing
B.S.N., M.Ed., The University of Texas at Tyler

Janice G. Sherrouse
Instructor/Director, Office Administration and Graphics Design
B.B.A., The University of Texas at El Paso
M.B.E., West Texas State University

Laquita Showen
Instructor, Associate Degree Nursing
B.S.N., Texas Woman's University
M.S., The University of Texas at Tyler

Victor L. Siller
Instructor, Speech/Theatre
B.S., Southwest Texas State University
M.A., Stephen F. Austin State University

S. Andrew Skoog
Instructor, Choral Music
B.M.E., Arkansas State University
M.A., Stephen F. Austin State University

Christopher L. Smith
Instructor/Director, Human Services: Substance Abuse Option
B.S., North Dakota State University
M.A., South Dakota State University
Licensed Chemical Dependency Counselor

Paul N. Soliz
Instructor/Director, Recreation Leadership
B.S., Pan American University

Russell W. Sowell, Jr.
Instructor, Computer Science
A.A., Orange Coast College
B.G.S., University of Nebraska
M.B.A., Old Dominion University
M.S., Kansas State University

Dierdré H. Spittler
Instructor, Vocational Nurse Education (Jacksonville)
A.D.N., Kilgore College
B.S., East Texas State University

Floyd D. Starnes
Instructor, Mathematics/Success Oriented Studies
B.S., Texas A&M University
B.S., M.S., The University of Texas at Tyler

Kenneth W. Stegall
Instructor, Respiratory Therapy
B.S., M.Ed., The University of Texas at Tyler

Margaret P. Steigman
Instructor/Director, English and Philosophy
B.A., Arkansas College
M.A., Northeast Louisiana University
Ed.D., East Texas State University

Christopher D. Stewart
Instructor/Director, Art
B.F.A., Texas Tech University
M.F.A., University of Nebraska

Jeanette Stewart
Instructor, Biology
B.A., Austin College
Ph.D., The University of Texas at Austin

Rebecca J. Stewart
Instructor, Graphic Arts/Photogrphy
A.A.S., Tyler Junior College
B.A.A.S., The University of Texas at Tyler

Alice Marie Stjernstrom
Instructor, Associate Degree Nursing
B.S.N., The University of Texas at Tyler
M.S.N., The University of Texas at Arlington

Jack A. Stone
Instructor, Computer Science
B.S., University of Houston
M.S., The University of Texas at Tyler
CPA, State of Texas

Clarence Strickland
Instructor, Speech/Theatre
B.S., M.S., East Texas State University

Mary G. Tedford
Instructor, Medical Laboratory Technology/Medical Record Technology
A.A.S., Tyler Junior College
B.S., M.S., The University of Texas at Tyler

George B. Tefteller
Instructor, Mathematics
B.S., M .S., East Texas State University

Holli D. Tennison
Instructor, Mathematics/ Success Oriented Studies
B.S., The University of Texas at Tyler
M.S., Stephen F. Austin State University

Charles A. Thornton
Instructor, Geology
B.S., M.S., Texas A&M University

Ronald G. Todd
Director of Bands
B.S., M.S., Lamar University

Janet Tracey
Instructor/Clinical Coordinator, Respiratory Therapy
B.A., Miami University
Respiratory Therapy Certificate, Kettering Medical Center

Idalia H. Trent
Instructor, Chemistry
B.S., M.A., University of Puerto Rico
Ed.D., East Texas State University

Judith G. Turman
Instructor, English
B.A., M.A., The University of Texas at Austin

Lois V. Ulsh
Instructor, Associate Degree Nursing
B.S.N., The University of Texas at Houston
M.S., The University of Texas at Tyler

Janelle I. Viken
Instructor, Diagnostic Medical Sonography
Registered Diagnostic Medical Sonography Certificate, Tyler Junior College

Jesse Jay Wade
Instructor, Computer Science
B.A., The University of Texas at Austin

Pamela Wade
Instructor, Dental Hygiene
B.S., Baylor University
M.S., Stephen F. Austin State University

Bill O. Walker
Instructor, Astronomy/Director, Hudnall Planetarium
B.A., Southwestern Adventist College
M.A.T., M.A., The University of Texas at Arlington

Larry R. Walker
Instructor, Mathematics
A.B., Franklin and Marshall College
M.A., Michigan State University

George Burt Wallace
Instructor, Industrial Trades
B.S., The University of Texas at Tyler

Nancy A. Wardlow
Instructor/Director, Radiologic Technology
B.S., Western Michigan University
M.S., The University of Texas at Tyler

Joy M. Watson
Instructor/Director, Behavioral Science
B.A., M.A., East Texas State University

Stanley H. Watson
Instructor, History
B.S., M.A., Stephen F. Austin State University

Bennie M. Webster
Instructor, Reading/ Success Oriented Studies
B.A., M.Ed., Ph.D., East Texas State University

Deborah Welch
Instructor, Business and Management
B.S., M.A., Texas Woman's University

Paul R. Weskamp
Instructor/Director, Respiratory Therapy
A.S., University of Albuquerque
B.S., University of New Mexico, Albuquerque
M.S., Pittsburg State University

John Richard Wheat
Instructor, Mathematics
B.S., Stephen F. Austin State University
M.S., The University of Mississippi
Ed.D., East Texas State University

Rodney J. Whetzel
Instructor, Chemistry
B.S., Stanford University
M.S., University of North Carolina

James David Wicks
Instructor/Director, Chemistry
B.S., M.S., Southwest Texas State University

Anne Williams
Assistant Librarian, Technical Services
B.A., M.L.S., Sam Houston State University

Patti Williams
Instructor, Surveying
A.A.S., Tyler Junior College

Gerald Thomas Wilson
Instructor, Biology
B.S.Ed., Arkansas State University
M.S., Abilene Christian University
Ph.D., Kansas State University

Elizabeth J. Wimberly
Instructor/Director, Dental Hygiene
A.A.S., Tyler Junior College
B.S., Texas Woman's University
M.S., The University of Texas at Tyler

Audrey J. Woods
Instructor, Health and Kinesiology/ Director, Cheerleaders
B.S., Texas Southern University
M.Ed., East Texas State University

Jimmy D. Yancy
Instructor, English
B.A., M.A., Stephen F. Austin State University

Judith A. Young
Instructor, Medical Office Management/ Office Technology
A.A., South Plains Junior College
B.S., West Texas State University

Linda K. Zeigler
Instructor/Director, Journalism and Student Publications
B.S., M.J., The University of Texas at Austin

Adjunct Faculty

Maxey Abernathy, M.D.
Medical Director, Radiologic Technology
B.S., Georgia Institute of Technology
M.S., M.D., Baylor College of Medicine

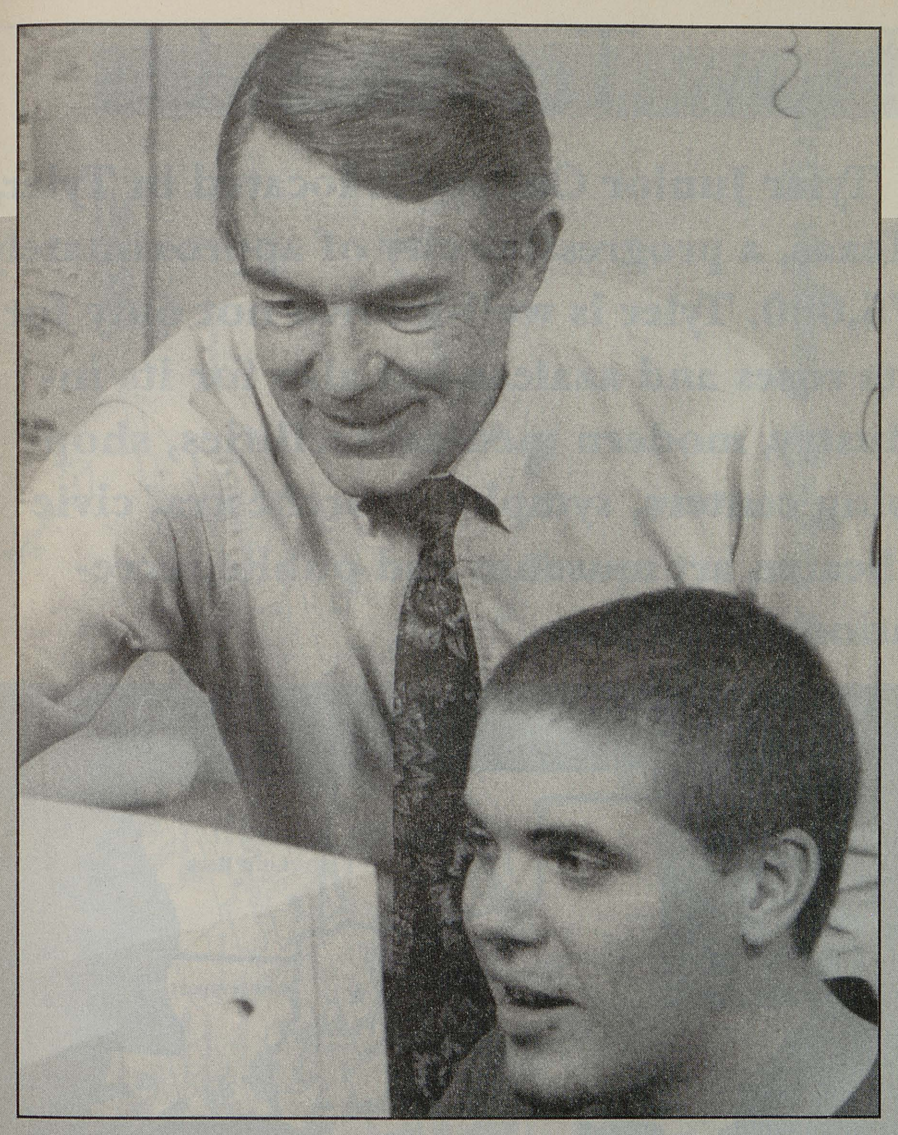
Marion F. Fagan, M.D.
Medical Director, Medical Laboratory Technology
B.S., St. Mary's University
M.D., The University of Texas Medical Branch

Ted Gould, M.D.
Medical Director, Emergency Medical Technology
B.S., M.D., University of Toronto

Gary Louis Huber, M.D.
Instructor, Health Sciences and Nutrition
B.S. Washington State University
M.S., M.D., University of Washington

William L. Moore, M.D.
Medical Director, Emergency Medical Technology
B.A., Baylor University
M.D., University of Texas Medical School at Houston

James M. Stocks, M.D.
Medical Director, Respiratory Therapy
B.S., Texas A&M University
M.D., The University of Texas Southwestern Medical School at Dallas

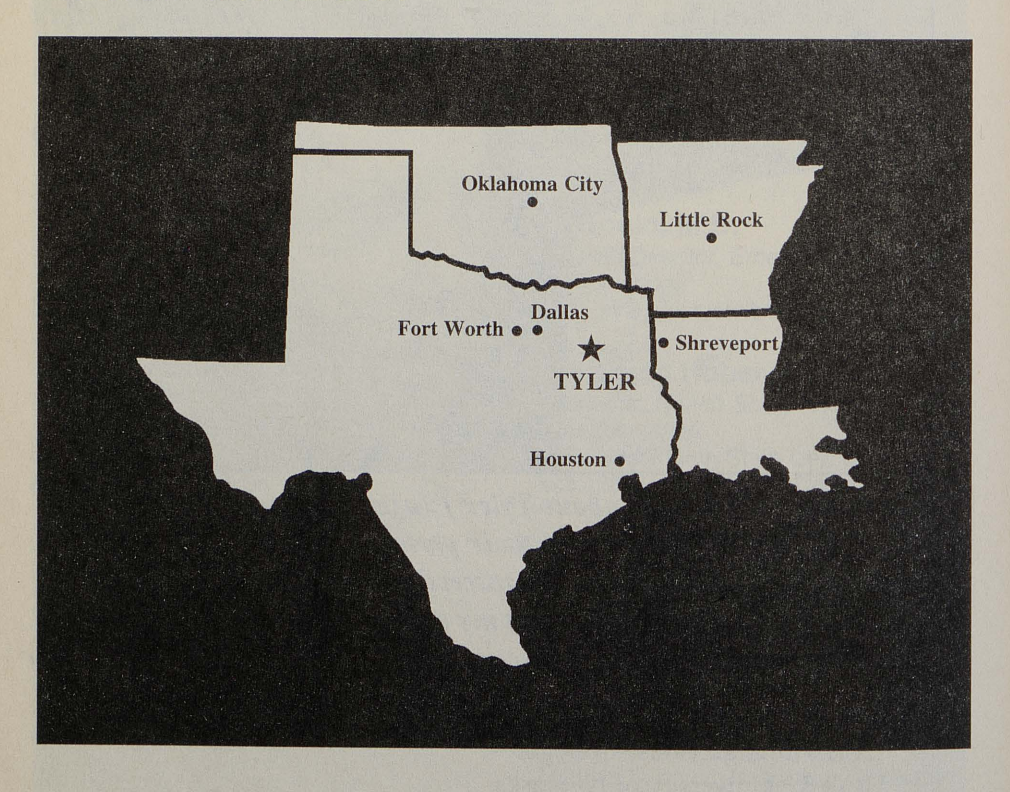


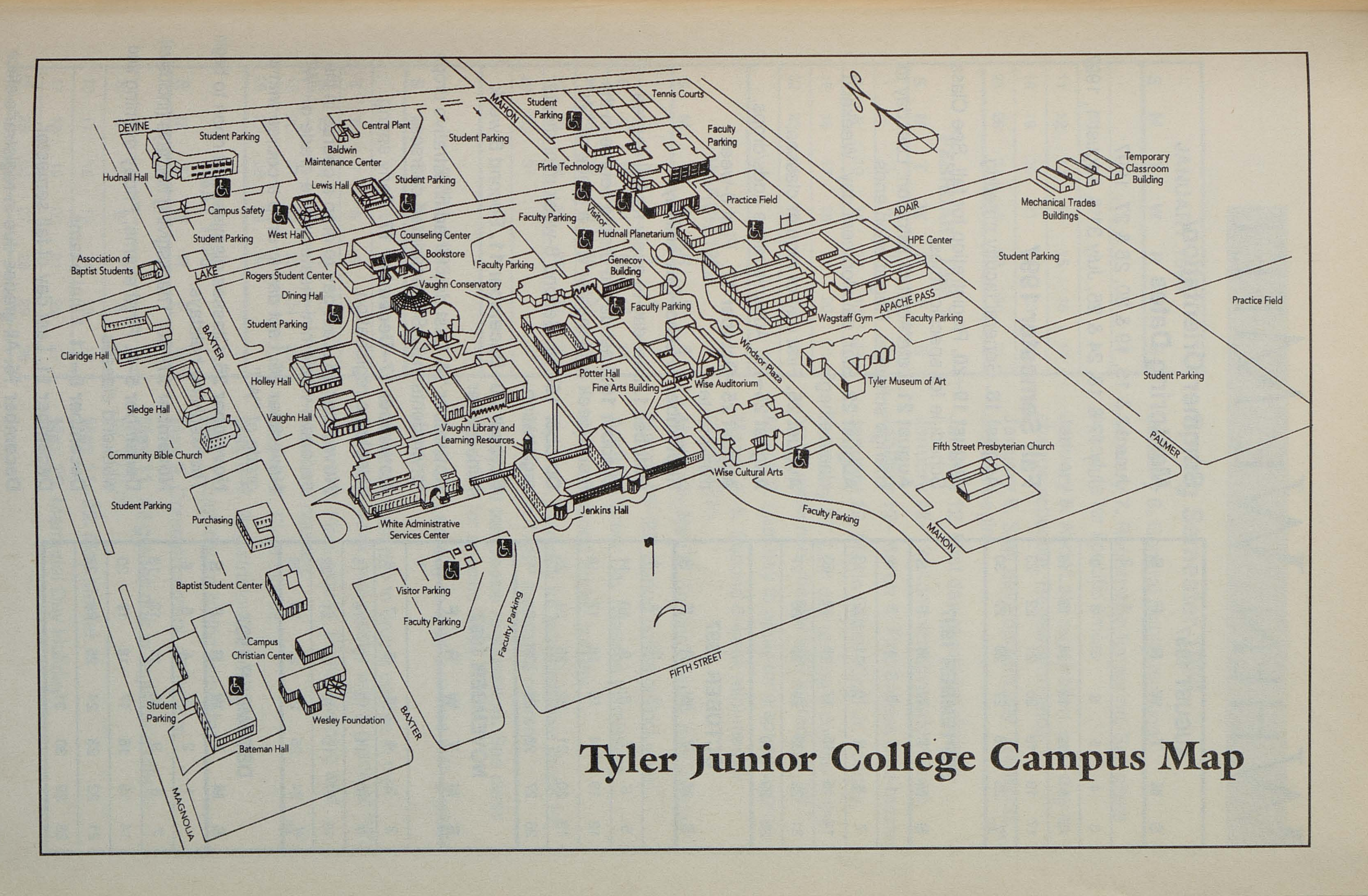
"The thing I like most about Tyler Junior College—the students. I enjoy their curiosity, their perseverance, their accomplishments. I love it when they succeed in my classes and more when they succeed after leaving my classes. I like to be told that I have contributed to their success."

Russell W. Sowell, Jr., *Instructor, Computer Science*
A.A., Orange Coast College
B.G.S., University of Nebraska
M.B.A., Old Dominion University
M.S., Kansas State University

How To Find Us

Tyler Junior College is located in Tyler, Texas, a progressive city of approximately 75,000. Tyler is well-known not only for its roses and azaleas but also for its industry, modern medical facilities, shopping centers, symphony orchestra, civic theater, art museum and public recreational facilities.




DEVINE
Student Parking
Central Plant
MAHON
Student Parking
Student Parking
Tennis Courts
Faculty Parking
Hudnall Hall
Baldwin Maintenance Center
Pirtle Technology
Temporary Classroom Building
Lewis Hall
Student Parking
Practice Field
Mechanical Trades Buildings
ADAIR
Campus Safety
Faculty Parking
Visitor
Student Parking
West Hall
Counseling Center
Hudnall Planetarium
HPE Center
Student Parking
Association of Baptist Students
Bookstore
Faculty Parking
Genecov Building
LAKE
Rogers Student Center
Vaughn Conservatory
Dining Hall
Faculty Parking
APACHE PASS
Practice Field
Student Parking
Wagstaff Gym
Faculty Parking
BAXTER
Claridge Hall
Windsor Plaza
Holley Hall
Potter Hall
Fine Arts Building
Wise Auditorium
Tyler Museum of Art
Student Parking
Sledge Hall
Vaughn Hall
Vaughn Library and Learning Resources
Fifth Street Presbyterian Church
PALMER
Community Bible Church
Wise Cultural Arts
Student Parking
Jenkins Hall
Faculty Parking
Purchasing
White Administrative Services Center
MAHON
Visitor Parking
Baptist Student Center
Faculty Parking
Faculty Parking
Campus Christian Center
FIFTH STREET
Student Parking
Wesley Foundation
BAXTER
Bateman Hall
Tyler Junior College Campus Map
MAGNOLIA

When We Meet

AUGUST 1997						
S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

SEPTEMBER 1997						
S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER 1997						
S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER 1997						
S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

DECEMBER 1997						
S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Summer Orientation/ Mentoring Dates

June 12 & 13, 19 & 20, 26 & 27, 1997

July 17 & 18, 24 & 25, July 31 & August 1, 1997

Fall Semester 1997

August 18. General faculty meeting.

August 19–20. Registration for fall. See Class Schedule for specific times.

August 21. Late/Audit registration. Last day to change schedule. Registration ends.

August 22. Staff development day. Weekend classes begin.

August 25. First day of regular classes.

August 25–26. Administrative adds/drops.

August 25–October 17. First 8-week mini-mester.

September 1. Labor Day holiday.

October 1. Last day to apply for fall degree.

October 10. Last day to drop a course in the first 8-week mini-mester with a grade of "W."

October 15–16. Second 8-week mini-mester registration.

October 20–December 11. Second 8-week mini-mester.

November 14. Last day for administrative drops for students in TASP mandated courses.

November 17–December 17. Early spring telephone registration.

November 26. Last day to drop a course in the second 8-week mini-mester with a grade of "W."

November 26. Last day to drop a course with a grade of "W."

November 26. Classes dismissed at noon to begin Thanksgiving holidays.

November 27–30. Thanksgiving holidays (inclusive).

December 5–6. Final exams, Friday evening and weekend classes.

December 8–11. Final exams.

December 11. Last day of fall semester.

December 15. All grades due in registrar's office by 10 a.m.

JANUARY 1998						
S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 1998						
S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH 1998						
S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 1998						
S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 1998						
S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

Spring Semester 1998

January 6. General faculty meeting.

January 7. Registration for spring. See class schedule for specific times.

January 8. Audit/Late registration. Last day to change schedule. Registration ends.

January 9. Staff development day. Weekend classes begin.

January 12. First day of regular classes.

January 12–13. Administrative adds/drops.

January 12–March 6. First 8-week mini-mester.

January 19. Martin Luther King, Jr. holiday.

February 27. Last day to drop a course in the first 8-week mini-mester with a grade of "W."

March 2. Last day to apply for a spring degree.

March 4–5. Second 8-week mini-mester registration.

March 9–May 8. Second 8-week mini-mester.

March 16–22. Spring holidays (inclusive).

April 9. Career Day (classes dismissed).

April 10. Good Friday holiday.

April 17. Last day for administrative drops for students in TASP mandated courses.

Early fall telephone registration. See class schedule for specific times.

April 24. Last day to drop a course with a grade of "W."

April 24. Last day to drop a course in the second 8-week mini-mester with a grade of "W."

May 1–2. Final exams, Friday evening and weekend classes.

May 4–7. Final exams.

May 4–7. Registration for May Mester.

May 7. Last day of spring semester.

May 9. Commencement, 10:00 a.m.

May 11. All grades due in registrar's office by 10 a.m.

May 11–29. May Mester.

May 25. Memorial Day Holiday.



—I—

—J—

—K—

—L—

—M—

—N—

—O—

—P—

—R—

—S—

—T—

—V—

—W—

Semester last attended: (1) ☐ Fall (2) ☐ Spring (3) ☐ Summer Year________

Are you eligible to return to the last school (college) attended? ☐Yes ☐No

Highest degree held: ☐None (0) ☐High School (1) ☐Associate Degree (2) ☐Certificate, GED (3) ☐Baccalaureate (4) ☐Other (5)

Do you plan to receive a degree or certificate from Tyler Junior College? ☐Yes ☐No

IF YES, WHAT WILL BE YOUR MAJOR? ________

* * Admissions to Tyler Junior College does not mean admissions in certain programs with limited enrollment.

What is your primary reason for attending Tyler Junior College?

☐ Earn a two-year degree (1)
☐ Earn credit to apply to a four-year degree (2)
☐ Earn a certificate of proficiency (3)
☐ Personal enrichment (4)
☐ Get a job (5)
☐ Improve skills needed in current job (6)
☐ Get a better job (7)
☐ Maintain licensure (8)
☐ Other (9)

Are you a homemaker who has cared for the home and/or family without pay and as a result needs training to enter the job market?

☐ Yes ☐ No

Are you a single parent who is separated, divorced, or widowed and who has separate or joint custody for one or more minor children?

☐ Yes ☐ No

1. TEXAS ACADEMIC SKILLS PROGRAM (TASP)

Tests Taken? ☐ Yes ☐ No

Scores requested for TJC? ☐ Yes ☐ No Date________

TASP scores: Reading________ Date Taken________

Writing________ Date Taken________

Math________ Date Taken________

2. TASP EXEMPTION:

Are you EXEMPT from TASP? ☐ Yes ☐ No

Date you plan to enter Tyler Junior College ________ Semester ________ Year

Classification: ☐ Freshman ☐ Sophomore ☐ Graduate



TYLER JUNIOR COLLEGE
P.O. BOX 9020
TYLER, TEXAS 75711

For more information call 1.800.687.5680